



MIDDAY SUPERVISOR JOB DESCRIPTION

38 weeks per year

Grade 2

5 hours per week Monday - Friday

ROLE PURPOSE:

Midday Supervisors are required to work under the direction of the School Business Manager and the Executive Headteacher of the school to ensure the safety and welfare of pupils during the midday break

MAIN DUTIES:

- To supervise the safety, conduct and management of the pupils during lunch time, on the playground or in the classroom, dependant on the weather.
- Helping generally during the service of the meal (e.g. supervising pupils whilst washing hands in the classroom, training the children in table manners and in the correct use of knives and forks, encouraging the children to talk together as they eat, cutting up food if necessary, supervising pupils to return plates/dishes to dinner lady).
- Accompanying the children to the playground, helping with dressing for outdoors, supervising and encouraging creative play by engaging with children in games and activities
- Respond to any minor incidents of poor behaviour and take the appropriate action.
- To ensure the outside area has been left tidy and free from toys, coats etc
- To ensure the cleaning up of spills in the dining area and maintenance of a safe, clean environment.
- To attend to any minor first aid incidents sustained during the lunch hour in accordance with the school's procedures (reporting accidents in the accident book, feeding back to class teachers)
- Assisting any children who may be unwell.
- Attending short, occasional meetings with the School Business Manager/Executive Headteacher.
- To deal with unacceptable behaviour in line with the School Behaviour Policy, using Restorative Practice approach, and to bring to the attention of the Senior Leadership Team any issues regarding unacceptable behaviour at lunchtime.
- To inform the First Aider and/or the Head of any children that require urgent medical attention.
- To bring to the attention of the Senior Leadership Team any particular problems with regard to any individual pupil's eating habits, including the possible inappropriate contents of lunch boxes
- To respect the confidentiality of information regarding pupils.
- To undertake any relevant in-service training and attend ad-hoc meetings.
- To work co-operatively with other midday supervisors.
- To maintain a high professional standard in the execution of the duties laid out in this job description.

- Any other duties commensurate with the effective operation of lunch times may be requested from time to time.
- Keep up to date and comply with school policies, and regularly check your staff email account
- Line managed by School Business Manager

To undertake such other reasonable duties as required for the effective carrying out of the post, consistent with the grade of the post and experience of the post holder.

Please note that the above duties are not set out in any particular priority - the school views them all as important. It is the school's policy and a condition of your contract of employment that the job description be kept under review and may be varied from time to time to meet changing needs.

Line Manager: School Business Manager

MIDDAY SUPERVISOR PERSON SPECIFICATION

	Essential	Desirable
Qualifications	• No formal qualification necessary	• Relevant childcare qualification related to supervising and/or directing pupil activity • Relevant Paediatric First Aid qualification
Experience	• Experience of children or young people	• Have experience of supervising children as a parent or carer. • Have experience of working with groups of children on a voluntary basis
Knowledge and Understanding	• Up to date safeguarding and child protection knowledge - training will be provided • Able to follow direction of the line manager and others • Ability to assist children with their general needs at lunchtimes, including being able to identify meal options, teach good table manners and as encourage and grow social skills	• Knowledge and understanding of managing behaviour of groups of children.
Skills	• Commitment to our school values and Christian ethos • Ability to manage pupil behaviour in a positive manner with consistent clear boundaries and following the school behaviour policy • Ability to work in partnership with teachers and other professionals • Able to form good relationships with pupils and staff • Good communication skills and effective literacy & numeracy skills to complete appropriate tasks • Collaborative team member, bringing ideas for lunchtime activities • Open and reflective • Self-motivated • Approachable, positive, flexible and enthusiastic with a good sense of humour	• Communicate effectively (both orally and in writing) • Recognise behaviour giving cause for concern and inform class teachers

Personal Characteristics & Interests	• Has interests out of school and an enthusiasm for life	• Has ability to show initiative • Brings personal interests and enthusiasms to the school community
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