

## **Job Description**

**Midday Supervisor Salary Scale:** Grade 2 (pts 2-3) £22,366 - £22,737 pa pro rata

**Responsible to:** Senior Leadership Team

**Purpose of this job:** To ensure the security, safety, well-being and care of the pupils of the school and to promote their social, emotional and physical development during the lunch time period.

### **Main Purpose:**

- To supervise pupils during the lunch period, ensuring their safety, welfare, physical and mental well-being and maintaining good behaviour at all times.
- Engage with pupils and other staff to promote a positive dining experience and develop structured play and physical activities.

### **General Requirements:**

This job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out.

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Comply with health and safety policies and procedures at all times.
- Contribute to and/or complete relevant risk assessment activities.
- Promote and ensure the health and safety of all stakeholders (in accordance with appropriate health & safety legislation) at all times.

### **Responsibilities:**

To share the duties outlined below.

#### **Hall**

- To assist with setting out tables and lunchtime equipment.
- To ensure orderly transition of pupils around school including into dining hall and organise the dinner queue.
  - o promote and ensure good behaviour and a calm atmosphere
  - o deal with any misbehaviour in accordance with the school's behaviour policy.
  - o addressing issues calmly and politely and in doing so being a role model to the children
- To encourage positive and enjoyable eating experience and assist with cutting up food, opening tubs, packets, etc.
- To encourage social skills and good table manners.
- To clean up any spillages in line with safety requirements.
- Clean and tidy Hall after lunchtime.

#### **Playground**

- Initiate, organise and take part in games, activities and engage with children during their lunch break.
- Actively walk around the playground/field, engaging with groups of children, especially looking out for those who need help.
  - Supervise pupils and promote good behaviour on the school premises during lunchtimes.
  - Ensure that when classrooms are used during the lunch break the children are occupied and that the classroom is left tidy, ready for afternoon school.

- Check toilet areas and corridors regularly to ensure that they are being used appropriately. Report any problems to the Senior Leadership Team.

**Other**

- Provide basic first aid and ensure the first aid record and any other appropriate documents are completed as required.
- Take part in appropriate training.

**Additional Responsibilities:**

- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Take the initiative as appropriate.
- Fully respect issues and matters of a confidential nature within the school with high levels of professionalism.
- To carry out any other duties reasonably requested by the Senior Leadership Team.