



## **JOB DESCRIPTION**

**POST TITLE:** MIDDAY SUPERVISOR

**GRADE:** 3

**RESPONSIBLE TO:** Determined at School level

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

### **Purpose of the post**

To ensure the security and care of the school and to promote their social development during the lunchtime period.

### **Key Responsibilities**

#### **Main Duties and Responsibilities:**

1. To supervise pupils during the lunch period in the dining halls, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
2. To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents as appropriate.
3. To ensure the safety and well-being of pupils, providing emotional support where necessary.
4. To arrange and supervise appropriate activities under the direction of any senior member of staff where applicable
5. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

#### **Dining Hall**

6. Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
7. To organise the dinner queue and entrance of pupils into the dining halls and from dining halls to playground: ensuring good behaviour and calm atmosphere. To deal with any misbehaviour that may occur in accordance with the School's Behaviour Policy. Report incidents as appropriate.
8. To encourage all pupils to eat but especially those with special needs or disabilities and to assist pupils with cutting up of food, pouring of water, etc where necessary.
9. To encourage social skills and good table manners, ensuring safety with knives and forks.
10. To clean up spillages of food and to organise clearing cutlery and crockery off tables.

#### **Playground**

11. Where appropriate, to collect pupils from the classroom ensuring that they are adequately dressed for the weather conditions.
12. To supervise and control entrance and exit to school premises by pupils during the lunch break.
13. Check on any strangers who may enter the school grounds and report any concerns.
14. To ensure that pupils who leave the school site have permission to do so.

## **School Premises**

15. To supervise pupils on the school premises in the hall, classrooms, on stairs and through corridors, when they are not allowed outside because of inclement weather.
16. To ensure that when classrooms are used during the midday break because of inclement weather that pupils are quietly occupied and that the classroom is left tidy, ready for afternoon school.
17. To check toilet areas regularly to ensure that they are clean and being used appropriately. Report any concerns as appropriate.
18. To take part in training appropriate to the job of midday supervisor.
19. To take part in any performance review arrangements made by the school

## **Broader Responsibilities**

- To work collaboratively as a member of the School team.
- To play a full and active part in the life of the School Community.
- To support the safeguarding of pupils and staff.
- To acknowledge the need for confidentiality and ensure compliance to GDPR, Health and Safety and other statutory requirements.
- Undertake any other duties that may reasonably be requested of an employee on this grade

The Trust will endeavour to make any necessary reasonable adjustments to the Job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This Job Description is current at the date shown but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

November 2022