

Broke Hall Primary School

JOB DESCRIPTION

Midday Supervisor

Post Title: Midday Supervisor

Grade: 2

Responsible to: Headteacher or Senior Midday Supervisor

Purpose of the Job: To ensure the security, safety and 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 Duties and Responsibilities:

1. To supervise pupils, during the lunch period, in dining hall, 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 report to the Senior Midday Supervisor at beginning of the lunch period and receive any instructions with regard to duties.
3. To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Senior Midday Supervisor as appropriate.
4. To ensure the safety and well being of children, providing emotional support where necessary.
5. To arrange and supervise appropriate play and physical activities under the direction of the Senior Midday Supervisor.
6. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
7. To carry out duties and responsibilities in accordance with the school's safeguarding and confidentiality policies.

Dining Hall

8. To ensure that pupils have visited the toilet and washed their hands before pupils enter the dining hall, when appropriate.
9. To organise dinner queue and ensure calm and orderly entrance of pupils into dining hall and from dining hall to playground:
 - promoting and ensuring good behaviour and a calm atmosphere
 - dealing with any misbehaviour that may occur in accordance with the school's behaviour policy.
 - addressing issues calmly and politely and in doing so being a role model to the children
 - report, as appropriate, incidents to the Senior Midday Supervisor
10. To encourage all pupils to eat but especially those with special needs or disabilities, and to assist children with cutting up food, opening tubs, pouring water etc as appropriate to the age and needs of the child.
11. To encourage social skills and good table manners, ensuring safety with knives and forks.
12. To clean up spillages of food and drink.

Playground

13. Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.

14. To supervise and control entrance and exit by pupils during the lunch break to school premises and ensure calm orderly conduct in accordance with the school's high expectations.

15. To check on any strangers who may enter the school grounds and report any concerns to the Senior Midday Supervisor.

School Premises

16. To supervise pupils and promote good behaviour on the school premises in the hall, classrooms and through corridors, during lunchtimes and in addition when children are inside because of inclement weather.

17. To ensure that, when classrooms are used during the Midday break because of inclement weather, the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.

18. To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Senior Midday Supervisor.

19. To take part in training appropriate to the job of midday supervisor.

20. To take part in any appraisal arrangement made by the school.

21. To undertake any other duties consistent with the purpose of the job.

Additional Responsibilities Applicable to a Specific Role

- Administering first aid to pupils, staff and visitors at lunch time, keeping records in accordance with the school's procedures and liaising with the front office and other staff as appropriate. Guidance and support will be available from a nominated First Aider and front office staff.
- Supporting pupils with Special Educational Needs & Disabilities either on a one to one or group basis indoors and on the playground. Guidance and support will be available from the SENCo.