



Job Description

Midday Supervisor

Kingsway Primary School

Salary and Hours

Grade:	Grade 1 – SCP 2
Salary:	£3,502 pro-rated amount (Full time equivalent £22,366)
Hours:	6.25 hours per week (1.25 hours a day Monday to Friday) – Term time only

Role Description

Daily Direction from: Senior Midday Supervisor

All Support Staff are managed overall by the Head Teacher

Main responsibilities

The Midday Supervisory will be a member of the team responsible for the supervision of children on the school premises throughout the midday break.

To assist in the supervision of children both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of pupils during the school lunch breaks.

Ensuring that any pupils do not leave the premises, even with a parent, without following our normal procedures through the office staff.

The main area of work responsibility will be the provision of activities in the playground or areas of the school used during the dinner break. Midday supervisory staff engage with pupils and support and encourage them to maintain a good standard of behaviour.

The Midday Supervisory must act as a responsible caring adult with the health, safety and welfare of the children always in mind.

Key Responsibilities

- Supervise children in the dining area, play areas and in the classroom during bad weather;
- Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service;
- Ensure that any spillage is removed quickly;
- Supervise return of trays and cutlery by children, ensuring they are not left in dangerous positions, and are wiped where necessary;
- Ensure dining areas are left clean and tidy and tables are clean for the next occupant;



- Arrange supervision to allow movement amongst the children within the area covered including controlling queues to the dining area;
- Set out games and activities for pupils to participate in over the lunchtime period and clear away at the end of each session;
- Oversee these activities, encouraging children to participate and promote positive playtimes;
- Work with the children to teach them new games and rules for games, encouraging children to demonstrate to each other how to play and interact;
- Work with a small group of children to coach and mentor them as lunchtime play leaders to assist with the role and support and engage other children as role models at play time;
- Move around amongst the pupils, engaging with them to encourage good behaviour, intervening as necessary to support behaviour;
- Deal with any behaviour issues, in line with our school relationships policy, and incidents and report them to the senior midday supervisor;
- Minimise the likelihood of children hurting themselves, others or damaging property;
- Administer First Aid within the school's policy;
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures;
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team.

Additional responsibilities

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.

Health and Safety:

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.



General

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

- The school will endeavor 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 for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.