

Job description

**Job title: Mid-Day Supervisor**

Reports to Senior Leader

**Purpose of job:**

Ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their

Meal and play activities.

Responsible for the health, safety, conduct and well-being of all pupils at lunchtime.

**Main duties and responsibilities:**

Day-to-day supervision of staff, including compiling schedules and induction of new staff. As line

manager to the midday assistants, meet regularly with the team, distribute information as necessary and

ensure clear lines of communication between the team and SLT.

To ensure that all midday staff record behavioural issues and that these are transferred to the ‘Midday Book’. To communicate any issues to SLT on a daily basis.

To organise all aspects of the ‘Playtime Friend’ children, their duties and any issues that may arise. To communicate any issues or concerns to SLT.

Prepare, maintain and use resources required to meet requirements and assist pupils in their use (eg. playtime/ lunchtime equipment).

Ensure the pupils are always supervised, arrive punctually to their classroom, and the areas are tidied up each day.

Ensure the playground equipment is used daily and stored safely and securely

Be punctual and reliable.

Liaise with meals staff to ensure that systems are working effectively.

Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

Ensure that the meal/play arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs. To ensure that seating arrangements for children with dietary needs are provided.

To know and be aware of the children within school with specific dietary requirements. To be familiar with the care plans for these children.

To participate in First Aid training to maintain qualification.

Support pupils in meal/play arrangements.

Ensure that the pupils wash and dry their hands.

Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall,

classrooms and corridors during wet playtimes.

Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch receive the correct meal.

Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils ether side of them, removing their coats before they start their meal.

Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean.

To encourage the children to use the new plates and bowls properly and to serve themselves with water and salad.

Establish constructive relationships with pupils and interact with them according to individual needs.

Promote the inclusion and acceptance of all pupils.

Ensure pupils are dressed appropriately for the weather. All pupils should be wearing their coats in cold weather.

**General:**

Attend and participate in relevant meetings, training and other learning activities and performance

development as required.

Be aware of and comply with policies and procedures relating to child protection, health, safety and

security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

Other duties as directed by the Headteacher.

**Person specification:** Job Title: Mid-day Supervisor

Education and Qualifications:

**Essential**

Have child care qualifications.

Up to date First Aid qualifications

**Desirable**

Sport qualifications/certificates for working with children

Experience/Knowledge/Skills:

• Experience of working with or caring for pupils of relevant age.

• Sport qualifications

• Understanding of relevant polices/codes of practice and awareness of relevant legislation.

• Commitment to and understanding of Equal Opportunities.

• Basic understanding of child development and learning.

• Confidence in dealing with young people, maintaining discipline, motivation and ensuring well

being of children including acting on bullying.

• Ability to maintain confidentiality at all times.

• Able to work constructively as part of a team, understanding classroom roles and responsibilities

and your own position within these.

• Ability to promote school when talking to visitors, colleagues and members of the community.

• Ability to manage potential issues with confidence.

**Other job requirements:**

• Enhanced CRB check.

• Requirement to undertake health and safety training.

• Requirement to attend training outside of daily hours as required by the school – one hour every

3 weeks on average

• Requirement to attend training days with all staff at the start of each year