

JOB DESCRIPTION

Post Title: Midday Supervisor

Responsible to: Senior Midday Co-ordinator

Purpose of the Job: To ensure the security and care of the pupils of the school and to promote their social 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 Co-ordinators at the 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 poor behaviour and reporting any incidents to the Co-ordinators as appropriate
4. To ensure the safety and well being of children, providing emotional support where necessary
5. To arrange and supervise appropriate lay and physical activities under the direction of the Co-ordinators
6. 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

7. To organise the dinner queue and ensure calm and orderly entrance of pupils into the hall and from the hall to the playground:
 - promoting and ensuring good behaviour and 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 Co-ordinators
8. To encourage all pupils to eat, and to assist children with cutting up food, opening tubs, pouring water etc. where appropriate to e.g. age of child, needs of child, as 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
11. To set up/clear away the halls

Playground

12. Where appropriate, to collect pupils ensuring that they are adequately dressed for the weather conditions
13. 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
14. To check on any strangers who may enter the school grounds and report any concerns to the co-ordinators

School Premises

15. To supervise pupils and promote good behaviour on the school premises
16. To ensure that, when classrooms are used during the Midday break because of inclement weather, that the children 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. To report any problems to the Co-ordinators
18. To take part in training appropriate to the job of midday supervisor
19. To attend midday supervisor meetings
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