The Belham Primary School

# Job Description

## Midday Supervisor

**Grade:** **Grade 3, Spine Point 2**

**Reports to:** **Senior Midday Supervisor / Head of Early Years/Key Stage 1/Keys Stage 2**

**Responsible for:** **Supervision of pupils during lunchtime**

**Overview of role**

As part of a team, assisting the Senior Midday Supervisor and Head of EY/KS1 in contributing to the maintenance of a caring environment, securing the safety and welfare of pupils during lunchtime. This will involve effective supervision of pupils on the school site, ensuring that the children eat meals safely and behave appropriately.

**Key duties**

*Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.*

1. **Supervision and control of pupils at lunchtime, on the school premises including outside areas**

- Where appropriate, assisting/supervising pupils with their general hygiene requirements prior to lunchtime (washing, toileting, changing clothing etc, in accordance with school policy)

- Organising the dinner queue and entrance of pupils into and out from lunch to other areas; ensuring good behaviour and a calm atmosphere

- Dealing with any inappropriate behaviour that may occur, by intervention or calling for assistance, reporting incidents to a teacher or the Senior Midday Supervisor in person and if necessary recording in writing for entry onto the school's management information system

- Sharing responsibility with other Midday Supervisors for the maintenance of order at lunchtime

- Encouraging pupils to eat, especially those with special needs or disabilities. Being aware of pupils on restricted diets for reasons such as medical need, from information provided. Assisting pupils with cutting up food and pouring liquids where necessary

2. **Associated ancillary duties**

- Checking toilet areas regularly

- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures. Administering basic first aid and recording all first aid incidents

- Being aware of cultural differences between pupils, dealing with any incidents of racism of sexism in accordance with school policies

- Liaising effectively and professionally with other midday staff, teachers and parents and carers

**Child protection**

To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the school's Safeguarding Policy.

**Conditions of service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by Dulwich Hamlet Educational Trust.