



Temporary Midday Supervisor

JOB DESCRIPTION

Post Title:	Midday Supervisor
Pay Scale:	Grade 01
Working Pattern:	11:20am – 12:45pm
Responsible to:	Headteacher and Assistant Head Teacher
Responsible for:	Lunch time supervision of the children
Overall Purpose:	A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Duties and responsibilities

Supervision

- Supervise pupils in in the lunch area, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feedback concerns relating to pupils' health and safety to a senior member of staff

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Play

- Organise play activities to encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment

- Help to resolve issues between pupils during play activities

Safeguarding

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

General duties

- Co-ordinate the support for pupils through planning, preparation and delivery of appropriate activities.
- Be aware of the timetable of activities (Wet Play) and identify the expected tasks required.
- Assist with the setting-up each day.
- Help to create a welcoming and supportive environment for the pupils coming to the playground/lunch hall
- Be responsible/help manage for the management of the behaviour of pupils during lunchtime.
- Assist with the tidying of the playground/lunch hall after use and ensure the secure storage of resources and equipment used
- Support the aims and ethos of the school.
- Set a good example in terms of punctuality, behaviour and attendance.
- Be responsible for ensuring the maintenance, cleanliness and safety of play equipment/ lunch hall.
- Demonstrate and assist in the safe and effective use of play equipment.
- Be aware of and comply with policies and procedures relating to child protection, food hygiene, Health & Safety, security, administration and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other members of staff
- Participate in training, other learning activities and performance development as required.

This job description forms part of the Contract of Employment of the person appointed to this post. It is current at the date shown, but in consultation with the post holder, the Governing Body may choose to amend or alter the job description to reflect or anticipate changes in the role commensurate with the grade.

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

PERSON SPECIFICATION

Essential qualities	Desirable qualities
▪ Experience of working with 3 to 11 year olds ▪ Ability to relate well to children ▪ Excellent communication skills (oral and written) ▪ Providing and facilitating safe, stimulating play ▪ Ability to work as a team member and demonstrate leadership skills ▪ Ability to manage resources/play equipment ▪ Experience of delivering equal opportunities in a play setting ▪ Understanding the varied needs of children ▪ Appropriate child protection training ▪ Ability to work on own initiative, using judgement and common sense ▪ Ability to maintain confidentiality ▪ Flexible attitude to work	▪ First aid training (or willingness to complete it)