

Great and Little Shelford CE (A) Primary School

Job Description - Midday Supervisor

Post Title: Midday Supervisor

Grade: Scale 1c Point 8

Responsible to: Midday Supervision Co-ordinator

Purpose of the Job: To ensure the security, safety and well being, and care of the pupils of the school and to promote their social, emotional and physical 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 staffing co-ordinator at 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 anti-social behaviour and reporting any incidents to the Supervision Co-ordinator as appropriate.
4. To ensure the safety and well being of children, providing emotional support where necessary.
5. To report any safeguarding concerns to the Designated Person for Child Protection and any health and safety concerns to the designated person for health and safety.
6. To arrange and supervise appropriate play and physical activities under the direction of the Supervision Co-ordinator.
7. 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

8. Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands.
9. To organise the dinner queue and ensure calm and orderly entrance of pupils into dining hall and from dining hall to playground:
 - promoting and ensuring good behaviour and a 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 Supervision Co-ordinator
10. 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.
11. To encourage social skills and good table manners, ensuring safety with knives and forks.
12. To clean up spillages of food and to organise clearing cutlery and crockery off tables.

Playground

13. Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
14. To supervise and control entrance and exit to school premises by pupils during the lunch break and ensure calm orderly conduct in accordance with the school's high expectations.
15. To check on any strangers who may enter the school grounds and report any concerns to the coordinator.

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16. To ensure that pupils who leave the school site have permission to do so.

School Premises

17. To supervise pupils and promote good behaviour on the school premises in the hall, classrooms, on stairs and through corridors, during lunchtimes and in addition when children are inside because of inclement weather.

18. 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.

19. To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Supervision Co-ordinator.

20. To take part in training appropriate to the job of midday supervisor.

21. To take part in any appraisal arrangement made by the school.

22. To undertake any other duties consistent with the purpose of the job.