

# Midday Supervisor



## Job Description

**Grade:** Kent Range KR3  
*(38 weeks plus holiday entitlement)*

**Responsible to:** Senior Midday Supervisor/Line Manager

### **Purpose of the Job:**

To be responsible for supervision of children during the lunchtime session in the dining hall, cloakrooms, playground, playing field, play equipment, and classrooms during wet lunchtime. You will be required to undertake first aid duties.

### **Key duties and responsibilities:**

You will be asked to work as part of a team to ensure the safety, welfare and good conduct of pupils during lunchtime. You will work in accordance with the school's behavior policy and will promote lunchtime as an opportunity to extend the curriculum and make it a positive play-centred learning experience.

#### **Dining Hall**

1. Set up the hall, putting tables and seating out, ready for first sitting.
2. To greet the children as they enter the hall and supervise the children being seated.
3. Supervise the children collecting their dinner. Encourage children to try all the food and eat with courtesy and good manners but not insist they eat it.
4. Assist the children to carry their dinners when appropriate.
5. Ensure a calm and positive environment is maintained for all children.
6. Attend to spillages and breakages.
7. Prepare tables and seating for next sitting.
8. Rotate year groups so that all year groups are offered the first sitting.
9. Ensure Health and Safety requirements are considered and action taken if necessary.

#### **Supervision**

10. Ensure that there are at least 2 Midday Supervisors in the hall, supervising lunch sittings (more for FS/KS1 as necessary).

#### **Cloakrooms**

1. Encourage children to behave in an orderly way in cloakrooms
2. Encourage children to leave the cloakrooms tidy

#### **Supervision**

3. Ensure that there is 1 Midday Supervisor aiding the transfer of children from playground to hall and vice versa.

#### **Playground and Playing Field**

1. To be a positive role model for children by leading by example. It is not appropriate to 'chat' to other supervisors, except to exchange information regarding specific situations or children.
2. To interact and play with children, building a positive and caring relationship with the children.
3. Encourage an environment of mutual respect with the children.
4. Encourage independence and responsibility in children
5. Be stationed (zones), be responsible for leading a different activity and move around the area to ensure all children remain visible

6. Be aware of potentially difficult situations and endeavor to diffuse them before they arise thus avoiding dangerous/confrontation situations.
7. Be responsible for setting up play equipment on a daily basis
8. Monitor safe use of the play equipment, ensuring a safe level of adventurous play is maintained.
9. Undertake a visual check of the playground, playing field and play equipment for any health and safety issues and report any concerns to your line manager immediately.
10. Reinforce the behaviour policy and play an active role in using restorative approaches to support behaviour, speaking quietly, firmly and politely to the children in your care.

**Supervision**

11. Special care should be taken to supervise the toilet areas and check that toilets are being used properly.
12. Supervise the children at the end of lunchtime to return to class. (KS2 teachers to collect from playground).

**Wet Lunchtime/Classroom**

1. Collect children from their classes and accompany them to line up for lunch in the hall
2. Supervise the children in the appropriate manner in the appointed classroom.
3. Engage children in enjoyable and purposeful activities and conversations. Scissors and computers should not be used at wet lunchtime. Classroom equipment should not be used without consent of the teacher.

**Health & Safety/First Aid**

1. To adhere to correct first-aid practice and procedures in accordance with school policy and first-aid guidelines.
2. Be responsible in reporting lunchtime injuries.
3. To rotate thereby managing first-aid post, as directed by the Senior Supervisor.

**General**

1. Alert line manager if children are not eating sufficient lunch or have inappropriate items in their lunchbox
2. Alert line manager should there be a child/children who require further investigation regarding inappropriate behaviour.
3. Be aware of the School Behaviour Policy and practices, so that they may provide consistent practice with the teaching staff
4. Adhere to the Confidentiality policy. All matters should be dealt with via the line manager/Senior Supervisor
5. The Senior Supervisor should be informed of any problems that have arisen during lunch ie serious injuries, fighting, inappropriate behaviour by children. The Senior Supervisor should also be made aware of unhappy/lonely children and will advise other staff recommending appropriate actions to take.
6. Ensure compliance of all staff with the requirements of the Health and Safety at Work Act.
7. Be proactive in looking to improve lunchtime opportunities and feedback comments/ideas at MDS meetings.
8. Enjoy you time with the children.

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the Members/Trustees.

**We are committed to equality throughout our organisation. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**

Post holder: ..... Signed: .....

Date: ..... Reviewed: April 2022

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.