



WESTGATE PRIMARY SCHOOL
'A Place of Excellence'
Job Description



Job Description

Job Title: Midday Supervisor

Responsible to: Lunchtime Manager

Responsible for:

Responsible under the direction of the Head of School and Lunchtime Manager for securing the safety, welfare and good behaviour and conduct of pupils during the midday break period, in accordance with the Vision, Aims of the school, Curriculum Statement and School Prospectus.

Duties and Responsibilities:

Each Midday Supervisor will be allocated areas and children for whom (s)he will be responsible each day. This could vary from day to day on a rota basis. Although the area will be divided so that each Midday Supervisor looks after a specific group or area each day (s)he must be prepared to accept a variation if any emergency calls another Midday Supervisor away.

The main areas of responsibility are the dining room and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant time for all concerned. The Midday Supervisor must act as a responsible caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect; and must see that the children behave at all times appropriately following the school's behaviour systems.

The Midday Supervisor must be aware of how to access the first aid equipment, the telephone, and the fire evacuation procedures in the event of it not being possible to contact, in an emergency, the Lunchtime Manager or the Head of School

Specific responsibilities include:

These will be allocated by the Lunchtime Manager in accordance with scheme of Midday Supervision for the school and will include assisting with:

Supervision of dining areas

- Control queues to dining areas.
- See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
- Assist as required to relieve any 'bottle neck' whilst pupils queue.
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily, if required.
- See that trays, plates and cutlery are not left in dangerous positions, and are wiped where necessary.
- Supervise return of used crockery and cutlery by the children.



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- Ensure the pupils leave the tables clean for next occupant.
- See that dining areas are left clean and tidy.

Supervision outside dining areas

- Arrange your supervision so you move around amongst the children within the area you are covering.
- Ensure acceptable standards of behaviour are maintained and the school behaviour policy systems are followed.
- Actively engage with the children e.g. games, conversations.

The duties may be varied to meet the changing demands of the school at the reasonable direction of the Head of School. This job description does not form part of the contract of employment. It describes the way the Midday Supervisor is expected and required to perform and complete the particular duties set out above.

Signed.....Date.....