



# SEVENOAKS PRIMARY SCHOOL

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Twitter: @SevenoaksPri Head Teacher: Mrs C Malone

## Job Description for Lead Midday Supervisor (KR4)

Term Time only – 12.5 hours per week (Monday to Friday 11.15am to 1.45pm)

### Overall responsibilities as Lead

In partnership with the Deputy Headteacher :

- Leading and supporting the MDS team
- Overseeing lunchtime behaviour, rewards and First Aid
- Timetables and delegating responsibilities
- Communication between MDS team, SLT and class teachers
- Recruitment, induction and probation of new MDS staff
- Overseeing MDS performance management and accountabilities
- Admin duties associated with the lunch role

### General role of all Midday Supervisors

- To be responsible for children from ages four to eleven during their lunchtime break
- Supporting SPS in the creation of a happy, secure and orderly environment
- To supervise the children whilst in the dining room, playground, or classroom during wet play
- To develop a 'special' relationship with assigned class or year group
- Ensuring children play safely with consideration for others
- Ensuring good behaviour and manners are observed at all times through positive behaviour management
- Ensure that appropriate language is used throughout the school
- Incidents of bad behaviour to be reported to the senior midday, who will record these and if necessary feed back to the class teacher or teaching assistant
- Reporting immediately to the Head teacher, Deputy Head, Assistant Head Teacher or Phase Leader any serious incidents, eg, swearing, fighting
- Notify class teacher, teaching assistant or senior midday supervisor, of any child causing concern, eg, excluded from the other children, not joining in games, possibly being bullied etc.
- Any concerns relating to Child Protection should be passed on immediately to one of the Designated Safeguarding Leads and a report form completed
- Treat all children and adults as individuals and respect their rights, values and beliefs
- Encouraging, praising and positively reinforcing good relationships and behaviours



[gov.uk/kickstart](http://gov.uk/kickstart)

- Minor first aid dealt with by anyone on the playground
- Refer to the designated First Aider in Reflection Zone or the School Office if further aid is required
- Any first aid matters should be recorded following the school guidelines,

### Dining Hall Duties

- Monitor all packed lunches and school meal children
- Excuse the children when they ask politely to leave
- Ensure the children clean their plates, cups, etc in an orderly fashion, and then send them out to play. Monitor the table and empty the waste food as and when required
- Assist with wiping tables as necessary
- When the majority of the class/year group have completed their lunch, resume supervising elsewhere as required for the remainder of the lunchtime session
- Assist with indoor activities if wet play
- Give sufficient notice to the School Office (07594 146782) if you are going to be absent for any reason, in order that relief cover can be organised.

### Playground Activities

- Assist in setting out and packing away the various games and activities as instructed
- Support the children in actively participating in the activities
- Notify the class teacher/teaching assistant of any child not participating or excluded on a regular basis
- Provide feedback to the PE manager and senior midday supervisor on the success or otherwise of the different activities and if any resources need replacing.

Any other reasonable task or duty as directed by the Head Teacher.

