

**Royal Rise Primary School**  
**Job Description: Middy**



**Supervisor**

**Job Summary:**

This post requires you to supervise children during lunchtime to minimise any disruption, ensure their wellbeing and maintain their safety. You work under the direction of the Senior Middy Supervisor and are responsible to the Head Teacher. Hours are Monday to Friday from 11.45am to 1.15pm. All holidays must be taken during school holidays.

**Job Purpose:**

- To support the children and look after their welfare during the lunch period.
- To be flexibly deployed according to the changing needs of the children and the school.
- To work in a range of contexts including supporting individual children and supervising larger groups with their lunch.
- To ensure the smooth and efficient management of the dining arrangements.
- To ensure children are engaged in constructive and purposeful social development activities.

**Key accountabilities:**

- To support the children during the lunch period.
- To monitor the welfare of the children during the same period.
- To follow the school's procedures for safeguarding.
- To operate within a rota system ensuring that all children are appropriately supervised at all times during the lunch period.

**Main duties:**

**Supervising and control of pupils in the dining hall, including:**

- To set up the hall so as to provide a positive and welcoming environment for children to eat.
- To guide the children quietly and efficiently into the lunch hall and to their place.
- To maintain a calm, yet social atmosphere whilst the children eat their lunch.
- To attend to the individual needs of the children as and when they arise. This may include helping with spillages, cutting up food and caring for pupils' personal needs.
- To monitor all children to ensure that they eat the lunch provided for them and that they all have a drink.
- To report to the Class Teacher concerns that you may have about individual children e.g. the child who, on a regular basis, may not be eating his/her lunch.
- To ensure that the dining hall is left in a tidy state by the children leaving the hall
- To ensure that the tables are clean and ready to receive the next sitting of lunch.
- To ensure that once meals are finished that the dining area is wiped down and the floor mopped and is left in a clean and tidy manner.
- To recognise and reward good and appropriate behaviour.
- To reprimand and report inappropriate behaviour.

**Supervising and control of pupils on the playground and around the school premises, including:**

- To ensure that the children are adequately dressed for the weather conditions.
- To ensure that the children are engaged in constructive and purposeful activities.
- Supervise, initiate and teach (where appropriate) games with the children.
- To ensure that the playground toys and equipment are available for the children to use and that they are put away in a tidy manner at the end of the lunch period.
- To monitor the use of the play equipment ensuring that it is used in a safe and appropriate manner. Where instances of misuse occur, try to correct the children by using the values based approach.
- To monitor the behaviour of the children, rewarding positive actions and behaviour and correcting in a constructive way, instances of inappropriate behaviour.

**General**

- To work effectively as part of a team.
- To be alert to any potential hazards and try to eliminate possible accidents.
- To operate a first aid service to deal with any accidents safely and quickly and record all incidents in the first aid book.
- To report to the Senior Midday Supervisor concerns that you may hold regarding the safety of play or equipment.
- To follow the school's procedures in reporting pastoral concerns and behavioural incidents.
- To support the aims, ethos and policies of the school.

Agreed..... Date.....

Postholder

Agreed..... Date.....

Head

Teacher



**PERSON SPECIFICATION: Midday Supervisor**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Willingness to undertake training</li> </ul>	<ul style="list-style-type: none"> <li>➤ Current first aid qualification</li> </ul>
<b>Experience and Attainments</b>	<ul style="list-style-type: none"> <li>➤ Experience of supervising children</li> </ul>	<ul style="list-style-type: none"> <li>➤ Experience of working with children on a paid or voluntary basis</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>➤ Able to talk to children and adults in a clear and calm manner</li> <li>➤ Able to work in a group and on their own</li> <li>➤ Able to encourage high standards of pupil behaviour at all times</li> <li>➤ Able to respect confidential information</li> <li>➤ Able to initiate games and activities appropriate to the age of the children</li> <li>➤ Able to remain calm in a crisis</li> <li>➤ Able to recognise behaviour giving cause for concern and follow school procedures</li> </ul>	<ul style="list-style-type: none"> <li>➤ Able to teach play activities to other Midday Supervisors</li> <li>➤ Able to examine systems critically and suggest ways of improving efficiency</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>➤ Calm under pressure</li> <li>➤ Tolerant</li> <li>➤ Able to communicate well with staff and children</li> <li>➤ Punctual</li> <li>➤ Reliable</li> </ul>	<ul style="list-style-type: none"> <li>➤ Well-organised</li> <li>➤ Resourceful</li> <li>➤ Creative</li> </ul>