**Summary of Duties – Midday Supervisor**

**Summary of Job:**

Supervise the pupils during the lunchtime period to minimise any disruption, ensure their wellbeing and maintain their safety. Precise duties may vary according to identified needs in school.

**Outline of Main Duties:**

1. When necessary, support catering staff in putting out tables and setting with beakers in time for the mealtime period to ensure there are sufficient settings for the number of pupils eating that day.

2. Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.

3. Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils. Check that pupils have or are provided with a drink and monitor that

sufficient amounts of their meal has been eaten.

4. Assist the pupils, as necessary, during the meal break to ensure their wellbeing, including helping with spillages, cutting up food and caring for pupils needs.

5. Ensure plates etc, are cleared from tables in an appropriate manner to maintain a clean and tidy environment for all sittings.

6. Ensure once meals are finished that the dining area is left in a clean and tidy manner to maintain a clean and tidy environment.

7. Assist in collecting pupils from collection point and escort to hall/classroom during wet break times.

8. Patrol and supervise school areas used by the pupils at mealtimes, including the playground areas or classrooms during wet lunchtimes, to ensure safety and appropriate behaviour is observed.

9. Facilitate and support children’s play and pastoral well-being.

10. Support specific children as identified and in line with their particular needs.

11. Operate a first aid service during the lunchtime period to deal safely and quickly with any accidents that occur.

12. Liaise with class teachers/other staff regarding any issues that have arisen during the lunchtime period.

*Midday Relief Supervisors who are willing to be contacted to cover absence of members of our Midday team are subject to the same duties.*