**Job Description:**

Midday Supervisor

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| **School:** | **Tymberwood Academy** |
| **Salary Scale:** | **Kent Range** |
| **Responsible to:** | **Deputy Headteacher**  |

**Main Purpose of the Post:**

Lunchtimes at Tymberwood are a busy and happy time. The role of the Midday supervisor is wide and varied.

**Professional Responsibilities:**

* To assist in setting out the main hall or the small hall in preparation for school lunch and packed lunches.
* To ensure that lunchtime runs smoothly.
* To assist with cutting food for younger pupils.
* To encourage children to eat their meal.
* To promote positive table manners.
* To assist with clearing the tables and scraping the food trays.
* To oversee the packed lunch boxes.
* To encourage healthy packed lunch boxes,
* To give rewards to good manners, finishing a meal and polite and courteous behaviour.
* To promote good relationships between all adults and pupils.
* To promote positive relationships between all pupils..
* To lead and engage in play with all children.
* To ensure that the main playgrounds are cleared and tidy by 1:30pm ready for the afternoon.
* When appropriate, administer simple first aid and record injuries in either the plaster log or the first aid book.
* To report any concerns to the class teachers regarding:
	+ Emotional well-being.
	+ Poor eating.
	+ Unhealthy lunch boxes.
	+ Poor behaviour..
	+ Positive behaviour.

**Other professional responsibilities**

* Contribute to the overall ethos, aims and work of the school.
* Be aware of, uphold and contribute towards the development of the school policies and procedures, especially:

a) Health & Safety

b) Equal Opportunities

c) Safeguarding

d) Confidentiality

* Take an active part in appraising own work against agreed priorities and targets in accordance with the school’s performance management and supervision arrangements.
* Embrace any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.
* To follow the school’s policy and procedure for Child Protection and Safeguarding, reporting any concerns immediately to the Designated Safeguarding Leads (DSL).

This job description may be amended at any time after discussion with you, but will be reviewed annually through the Performance Management process.

Signed ……………………………………………

Name (printed)………………………………..

Date: ……………………………………………….

This job description is subject to change and may include other duties as discussed with your line manager commensurate with the grade identified for this post.