

Midday Supervisor Job description and Person Specification



Job Title: Midday Supervisor

Grade: KR3

It is the responsibility of the Midday Supervisors to supervise the pupils during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety.

Duties :

1. Please report for duty at 11.45 a.m. to help set up dinner tables. Set tables with beakers and jugs of water in time for the mealtime period to ensure there are sufficient settings for the number of pupils eating that day.
2. First sitting supervisors to report to classrooms at 12 noon to bring the children into lunch. Second sitting supervisors to take children to the playground.
3. Ensure pupils enter the dining room, having washed hands, in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.
4. Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils. This includes checking that pupils have a drink of water and that a sufficient amount of their meal has been eaten.
5. Assist the pupils, as necessary, during the meal break to ensure their wellbeing.
6. Ensure plates, etc., are cleared from tables to maintain a clean and tidy environment and to free up space for any further sittings where applicable.
7. Ensure, once meals are finished, that the dining area is wiped down and sanitised, etc., and is left in a clean and tidy manner to maintain a clean, tidy and hygienic environment.
8. Assist in collecting pupils from classroom/playground and escort to hall/classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed. Children are collected from the playground at 1.10 and the Midday Supervisors make sure playground toys are put away and all property, such as coats and jumpers/cardigans, is returned to classrooms.
9. Supervise children in the playground, walk around to ensure all children can be seen and are safe at all times. Actively encourage the children to play games and play with them.

10. It is important to have supervisors at different points on the field or playground to ensure the safety of all children.
11. Use quiet calm voices with the children and ensure children are polite and respectful in return.
12. Report to the teacher any behaviour causing concern, any injuries and any concerns you have about a child's wellbeing.
13. Administer any basic first aid necessary during the lunch time and report any serious accident on Form HS157 as well as informing the class teacher and Headteacher. Bumped head notes will go out with the head injuries so please make clear if this type of injury has occurred. If a child is unwell during the lunch time tell the class teacher.
14. Wet lunchtime :
 - Please only use equipment specifically allocated by the Class teacher.
 - Never allow the use of scissors.
 - Do not let children finish work started during lessons.
15. Check toilets are flushed before leaving at 1.15 p.m.