# JOB DESCRIPTION

**Job Title:**

**Reporting to: Start Date:**

Midday Supervisor

Senior Midday Supervisor / Headteacher March 2025

Job description current at date shown but, following consultation with successful applicant, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

# Purpose of Job

Supervise the pupils during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety.

# Principal Accountabilities

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

Ensure pupils eating meals/packed lunches are seated in an orderly fashion to maintain safety and wellbeing of the pupils (including checking that pupils have or are provided with a drink and/or that sufficient amounts of their meal have been eaten).

Assist the pupils, as necessary, during the meal break to ensure their wellbeing. (This may include providing them with a drink, helping with spillages, cutting up food and caring for pupils’ personal needs.)

Ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment and to free up space for any further sittings where applicable.

Assist in collecting pupils from collection point 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, as applicable.

Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.

To inform Site Manager/Headteacher of any matter that would reasonably be considered to represent shortcoming in the arrangements for health and safety.

To show a record of excellent attendance and punctuality

*Duties listed above are in no order of priority and are not exhaustive. This job description sets out in general terms the normal duties which the Post Holder will be expected to undertake. However, the job description or duties there in may vary or be amended by agreement from time to time without changing the level of responsibility associated with this post or the grade.*

**PERSON SPECIFICATION- MIDDAY SUPERVISOR**

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|  | **Essential** | **Desirable** |
| **Qualifications** | None required | Current First Aid qualification |
| **Experience** | The Midday Supervisor should have experience of supervising children as a parent or carer. | In addition, the Midday Supervisor might have experience of: working with groups of children on a voluntary or paid basis. |
| **Knowledge**  **and understanding** | The Midday Supervisor should have knowledge and understanding of: managing the behaviour of groups of children. | In addition, the Midday Supervisor might also have knowledge and understanding of: child development and social interaction; the value of constructive play opportunities |
| **Skills** | The Midday Supervisor will be able to:  work as part of a group and individually;  inspire trust and confidence in children;  encourage high standards of pupil behaviour at all times; liaise with parents in a professional manner;  observe the boundaries of the role, and respect confidential information;  initiate games and activities appropriate to the age of the children;  relate to children on their level; remain calm in a crisis. | In addition, the Midday Supervisor might also be able to:-  communicate effectively (both orally and in writing) to an appropriate standard;  recognise behaviour giving cause for concern, and inform teaching staff;  teach play activities to other Midday Supervisors;  examine systems critically, and suggest ways of improving efficiency. |
| **Personal characteristics** | Calm under pressure Empathetic  Well-organised  Able to communicate well with staff and children.  Creative Resourceful Tolerant |  |