



# Job Description: Midday Supervisor

## Job Purpose:

Support the Lead Midday Supervisor and TAs in supervising pupils in the Lunch Hall during the lunch period. The salary will be Kent Range 3 and the hours of work are Monday to Friday (term time only).

## Reporting to:

Lead Midday Supervisor

## Duties:

The Midday Supervisor will:

- Supervise pupils in the Lunch Hall to ensure their wellbeing, maintain their safety and to provide an efficient service during the lunch period;
- Help younger pupils by pouring drinks, teaching them the proper use of cutlery and helping them cut up their food when necessary;
- Supervise pupils eating food brought from home, help open items, etc., when necessary, and ensure that all packed-lunch equipment is cleared away after use (and taken home by the pupil);
- Encourage pupils to eat all their lunch or at least try to eat 75%;
- Report to a TA any child who has refused to eat at least 75% of their meal and/or whose diet may give rise for concern;
- Ensure that children remain within a safe environment during the lunch period;
- Clean spillages promptly and ensure the floor is hazard free;
- Supervise pupils with the return of used plates, trays, cutlery and beakers: Year R – 3 only;
- Scrape plates for children in Year R – 3 only;
- Clean tables and benches promptly throughout the lunch period as required, to free up space for further sittings, and when lunch is finished;
- Set up tables and benches before service and put them away after service;
- Set suitable behaviour standards in line with school policy;
- Have an awareness of the school's policy on Child Protection;
- Help children acquire social skills;
- Send children, who are ill or require First Aid, to a First Aider or to the office;
- Utilise the green Safeguarding/Incident Forms and/or green Body Map Forms to report any relevant matter/incident to the Designated Child Protection Officer;
- Report to the TA any acts that constitute serious infringements of school rules;
- Liaise effectively and professionally with staff as required;
- Attend MDS meetings (3-6 per year) and training, as required.

Discussed and Agreed on \_\_\_\_\_ (Date)

Signed \_\_\_\_\_  
Member of staff/Applicant

Print \_\_\_\_\_

Signed \_\_\_\_\_

Headteacher; Lucy Davenport