



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	MIDDAY SUPERVISOR
<b>RESPONSIBLE TO:</b>	HEAD TEACHER, ACTING ON BEHALF OF THE GOVERNORS
<b>HOURS:</b>	6 hours and 15 minutes per week.
<b>RESPONSIBLE FOR:</b>	Under the direction and guidance of the Headteacher to supervise and care for the children during the lunchtime session.

## **DUTIES**

### **School Dinners**

1. Provide safe supervision as children collect their lunch.
2. Encourage children to try all the food that is offered.
3. Assist children in cutting food where necessary and encourage children to use cutlery correctly.
4. Support children to behave in a calm and safe way, following the school Behaviour Policy.
5. Support children to up any spillage of food and drink and clear plates of children when finished.
6. Ensure that children move around the school building appropriately.
7. Provide safe supervision on the playground, in the hall and in the individual classroom at wet playtime.
8. Liaise with the class staff concerning any accidents or behaviour concerns.
9. Administer first aid, if trained.

### **Wet lunchtime**

After lunch –provide safe and adequate supervision of the children in the appointed classroom. Call for assistance if needed via the telephone system. Ensure that all accidents are dealt with safely and promptly. Ensure all children with medical needs receive appropriate supervision and care.

i.e.      Show lunch time videos      Read stories      Encourage games

### **In the playground**

Supervisor should be stationed appropriately throughout the playground and keep on the move the whole time. To undertake duties associated with being on the rota for First Aid, track or other games. They should be aware of the children at all times.

Supervisors should speak quietly, clearly and politely to the children in their care and insist on correct behaviour at all times.

Supervisors should be aware of children with high end special needs and ensure that their safety plans are followed for their safety and the safety of others.

Supervisors should maintain high standards of conduct, having regards to the children's safety, well-being and consideration for others.

All staff are expected to uphold the school's principles and policies which underpin good practice and high standards.

Note: This job description may be reviewed at the end of the academic year or earlier if necessary.