



Midday Supervisor JOB DESCRIPTION	
NAME	
ACCOUNTABLE TO	The Class Teacher and ultimately the Executive Head Teacher
Grade	Bexley 04
JOB PURPOSE	As part of a team assisting the Senior Management Team in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site of the school. This may include helping pupils to eat their lunch who are unable to feed themselves. It also includes leading pupils in their play and lunch time clubs.
Key Area	Carry out all duties and responsibilities in accordance with school policies and procedures and statutory requirements.
Areas of Accountability	<ul style="list-style-type: none"> • Supervision and feeding of pupils in the dining hall • Supervision and playing with pupils in the playground and other areas such as the soft play room • To be aware of any health and safety and child protection concerns and report them
General Responsibilities	<ul style="list-style-type: none"> • Supervision of pupils in the dining hall, including: <ul style="list-style-type: none"> • Where appropriate, supervise pupils with general hygiene requirements (washing, toileting, changing clothing etc. in accordance with school policy) prior to entering the dining hall. • Encouraging pupils to eat (including those with packed lunches) Being aware of pupils on special or restricted diets for medical reasons from information provided at the school. • Assisting pupil with cutting up food, pouring liquids and using cutlery and crockery appropriate for their needs • Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner. • Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils / staff. • Dealing with any bodily spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate. • Follow individual pupil programmes and allow them to make choices • Supervision of pupils in the playground and about other school premises: <ul style="list-style-type: none"> • Preventing bullying, being aware of changes in and encouraging friendships, encouraging socialising, play skills, participation in games etc. • Discouraging any dangerous activities. Dealing with unacceptable or challenging behaviour under the guidelines in the school. Be

	<p>aware of the pupils who have individual behaviour plans, and follow them.</p> <ul style="list-style-type: none"> • Follow the school / class / individual reward systems • Inside the school premises in inclement weather, occupy pupils in a variety of games and activities. • Follow the Guidance in the school Health and Safety Policy <p>Associated Duties:</p> <ul style="list-style-type: none"> • Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures. • Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures. • To be aware of and follow procedures laid down for individual pupils when having an epileptic fit or asthma attack. • To be aware of all pupils' medical needs and the procedures laid down in the care plans. • To attend regular INSET training sessions. • To be responsible for your own positive mental health and to support pupils and staff to be mentally healthy and aware. • To maintain vigilance at all times in regards to all aspects of safeguarding. To follow reporting produces in line with school policy. 		
Conditions of service:	Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as appropriate.		
Signed member of staff		Date	
Signed appraiser		Date	
Approved Executive Head Teacher		Date	



2019-2022

