



## Ramsgate Holy Trinity C.E. (Aided) Primary School

### Job Description – Midday Supervisor

*This Job Description does not form part of the contract of employment. It describes the way that the post holder is expected and required to perform and complete the duties set out below.*

**Hours:** 7.08 hours a week Term time only (plus one INSET day)

**Grade:** KR3 (18,425 FTE)

**Responsible to:** Lead Midday Supervisor/Headteacher

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

#### Main Duties – Supervising Children

- Put out tables (where applicable), and set with cutlery and beakers in time for the mealtime period to ensure there are sufficient settings for the number of pupils eating that day.
- Ensure pupils enter the dining room 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 are seated in an orderly fashion to maintain safety and wellbeing of the pupils. This includes checking that pupils have or are provided with a drink and/or that a sufficient amount of their meal has 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.
- At the end of first sitting ensure, once meals are finished, that the dining area is wiped down, etc., and is left in a clean and tidy manner to maintain a clean and tidy environment.
- Patrol and supervise school areas used by the pupils at mealtimes and when the children go into the playground to ensure safety and appropriate behaviour is observed. If behaviour is inappropriate, then a restorative approach should be used.
- To facilitate active play where appropriate
- To administer first aid and deal with any accidents that occur safely and quickly.
- To be vigilant at all times, and follow the school's reporting procedures should you have any safeguarding concerns.