



EASTCHURCH PRIMARY SCHOOL MIDDAY SUPERVISOR JOB DESCRIPTION

Grade: APLA

Responsible to: SLT

Primary Purpose of the role

- To work with the Headteacher in creating, inspiring and embodying the Christian ethos and Culture of this Church school, securing its Mission Statement and ensuring an environment for teaching and learning that empowers pupils to achieve their highest potential.
- Each Midday Supervisor will be allocated areas and / or pupils for whom they will be responsible each day. This could vary from day to day on a rota basis.

The main areas of work responsibility will be the dining rooms and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal.

- To maintain a good standard of behaviour, ensure that the school's Behaviour Policy is followed at all times
- To act as a responsible, caring adult with the health, safety, and welfare of the children always in mind;
- To conduct themselves in a way which commands respect; and must see that the children behave at all times sensibly, safely and appropriately
- Ensure that they are aware of policies and procedures for First Aid, Safeguarding, Health and Safety and Child Protection
- Work effectively as a team to ensure the best possible experience for the pupils
- Undertake any training or continual professional development to support the role.

Specific responsibilities include:

- Supervision of dining areas
- Managing queues, transitions and arrangements to and from dining areas.

- See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
- See that any spillage is removed quickly.
- Supervise return of used crockery and cutlery by the children.
- Ensure the pupils leave the tables clean for next occupant.
- See that dining areas are left clean and tidy.
- Supervision outside dining areas
- Arrange supervision so you move around amongst the children within the area being covered c
- Ensure acceptable standards of behaviour are maintained.
- Encourage positive play, lead games or activities, supervise Play Leaders
- Promote children's wellbeing at all times
- Liaise with other staff, teacher and Headteacher regarding any incidents or concerns
- Complete any logs or paperwork as required
- Adhere to school policies and any school-specific procedures that apply to this role.

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.