Bishops Down Primary School
MIDDAY SUPERVISOR JOB DESCRIPTION

'All Stakeholders at Bishops Down Primary School make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct.
All staff act with honesty and integrity; forge positive professional relationships; and work together in the best interests of the pupils.'

All stakeholders at Bishops Down Primary School ASPIRE to exemplify the following values:

Achievement *in personal goals and academic attainment*

Self-belief, *to be confident in different situations*

Perseverance, *to be resilient in times of change*

Independence, *to be a life- long learner*

Respect *for each other and the world around them*

Equality *for all*

Together with the Teacher Standards, these values are the foundation of every job description.

Post: Midday Supervisor

Name of Midday Supervisor:
Responsible to: The Headteacher, the Governors of the school and the Local Authority.

Job Purpose: Supervise the pupils during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety. Precise duties will vary according to type of school.

Salary: At a point on the KR3 Scale as agreed by the Governing Body.

General Duties

1. Put out tables and benches, 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.

2. 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.

3. Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils.

4. Clean and tidy equipment at the end of each session.

5. Assist the pupils, as necessary, during the meal break to ensure their wellbeing. Provide them with a drink, help with spillages, cut up food and care for pupils' personal needs.

6. 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.

7. Ensure once all meals are finished that the dining area is wiped down, tables and benches are put away etc., and the hall is left in a clean and tidy manner for class activities to take place.

8. Assist in collecting pupils from collection point and escort to hall/classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable.

9. Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.

Personal characteristics

It is expected that a Midday Supervisor fulfils *Hay Group Leadership Characteristics and Competencies* Level 1.

- **Challenge & Support** - Cares for the pupil
- **Conceptual Thinking** - Uses common sense
- **Creating Trust** - Acts reliably
- **Drive for Improvement** - Wants to do a good job
- **Enduring Resilience** - Generally optimistic about events
- **Flexibility** - Keeps an open mind
- **Holding People Accountable** - Makes expectations clear
- **Impact & Influence** - Uses logic to persuade
- **Information Seeking** - Finds out
- **Initiative** - Seizes opportunities and sorts out problems
- **Respect for Others** - Listens
- **Team Working** - Helps and supports others
- **Understanding Others** - Is sensitive to body language

Commitment to the School

- The Midday Supervisor understands that their behaviour in, and out of school can impact on the reputation of the school as a whole.
- To carry out all duties and action allocated specifically to you to the best of your ability.

Support staff in schools make a strong contribution to pupils' learning and achievement.
This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Signed by Post Holder _____

Print Name _____

Date _____