

Midday Supervisor JOB DESCRIPTION



Job Purpose

To ensure the security, safety, well-being, and care of the pupils of the school and to promote their social, emotional and physical development during the lunch time period.

Main Duties

- To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Co-ordinator* as appropriate.
- To ensure the safety and well-being of children, providing emotional support where necessary.
- To arrange and supervise appropriate play and physical activities under the direction of the Coordinator
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

Dining hall:

- Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands.
- To organise dinner queue and ensure calm and orderly entrance of pupils into dining hall and from dining hall to playground:
- Promoting and ensuring good behaviour and calm atmosphere
- Dealing with any misbehaviour that may occur in accordance with the school's behaviour policy.
- Addressing issues calmly and politely and in doing so being a role model to the children
- Report, as appropriate, incidents to the Co-ordinator*
- To encourage all pupils to eat but especially those with special needs or disabilities, and to assist children with cutting up food, opening tubs, pouring water etc. where appropriate to e.g. age of child, needs of child, as necessary.
- To encourage social skills and good table manners, ensuring safety with knives and forks.
- To clean up spillages of food and to organise clearing cutlery and crockery off tables.

Outdoors:

- Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
- To supervise and control entrance and exit by pupils during the lunch break to school premises and ensure calm orderly conduct in accordance with the school's high expectations.
- To check on any strangers who may enter the school grounds and report any concerns to the coordinator.
- To support the playground leaders with playing different games

Indoors:

- To ensure that, when classrooms are used during the Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.

- To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Lunchtime Coordinator.

Behaviour & Safety of Pupils:

- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To foster and nurture independence.
- To be committed to promoting the wellbeing and achievement of all pupils.
- To encourage pupils to interact and to work co-operatively with others and engage all pupils in activities.
- To promote independence and employ strategies to recognise and reward achievement and self-reliance.
- To support students with emotional or behavioural problems and help develop their social skills.

Supporting the Leadership and Management of the School:

- To support the Senior Leadership Team in promoting the ethos of the school.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To engage in the appraisal cycle as appropriate and be proactive in maintaining up-to-date skills and knowledge.
- To take part in training appropriate to the job of midday supervisor.
- To assist in the educational and social development of pupils under the direction and guidance of the Senior Leadership Team and class teachers.
- To undertake any other duties consistent with the purpose of the job.

Whole School / Community:

- To participate in team meetings as required.
- To ensure that school policies are reflected in daily practice.
- To foster the Christian ethos of the school.