



JOB DESCRIPTION MIDDAY SUPERVISOR

Purpose of job

Ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and play activities. Responsible for the health, safety, conduct and well-being of all pupils. Also ensure the smooth running of the meal arrangements by anticipating and dealing with problems and promoting constructive play ideas with pupils.

Main duties and responsibilities

To line manage all Midday Assistants

To oversee the day to day running of middays and their lunchtime duties

To keep accurate and up to date absence reports for midday staff

To organise cover arrangements for any midday absences

To organise all lunchtime resources

To order all lunchtime resources required and ensure resources are locked away and kept in a good condition

To ensure that all lunchtime resources are used effectively in line with the schools curriculum

Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.

Support pupils in meal arrangements.

Engage in playtime activities with pupils.

Ensure that the pupils wash and dry their hands.

Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.

Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch receive the correct meal. Pour water for the pupils.

Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils as they eat.

Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean.

Ensure spillages are cleaned immediately.

Clean the hall floor and tables at the end of the lunchtime session.

Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.

Ensure pupils are dressed appropriately for the weather.

Make sure that toilets are used sensibly.

Ensure that pupils are not in the building when they should be outside.

Encourage good behaviour in the playground (follow the appropriate policy).

Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch.

During wet lunchtimes: Supervise a class while they play classroom games, read a story or play games; ensure equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session.

To recognise and report on child protection issues according to school policy.

Communicate any general concerns to the class teacher at the end of the lunchtime.

Prepare, maintain and use resources required to meet requirements and assist pupils in their use.

Ensure the pupils are always supervised, arrive punctually and ensure the hall is tidied up each day. Ensure the playground equipment is used and stored properly.

Be punctual and reliable.

Provide detailed and regular feedback to teachers on pupils' problems etc.

Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

General

Attend and participate in relevant meetings, training and other learning activities and performance development as required.

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

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

Signed:

Name Date.....

Please print name

Signed: Headteacher Date.....