

The Catholic School of Saint Gregory The Great



JOB DESCRIPTION

1. POST: MIDDAY SUPERVISOR

2. PAY AND CONDITIONS:

- 2.1 These will be in accordance with the provisions contained within the current Pay and Conditions Document.
- 2.2 These will be subject to the school's agreed Pay Policy.

3. RELATIONSHIPS:

- 3.1 The post holder is responsible to the Head Teacher in all matters.

4. PURPOSE OF THE JOB:

- 4.1 To ensure the security, care and safety and wellbeing of pupils of the school
- 4.2 To promote pupils' social, emotional and physical development during the lunch period

5. KEY TASKS:

To support the Senior Midday Supervisor by:

- 5.1 Supervising pupils during the lunch period in the dining hall, playground areas and school premises
- 5.2 Ensuring the safety, welfare, physical and mental wellbeing of pupils
- 5.3 Maintaining good order and discipline.
- 5.4 Reporting to the Senior Midday Supervisor and receiving instructions with regard to duties.
- 5.5 Monitoring the behaviour of pupils discouraging, in a positive way, any anti-social behaviour, reporting any incidents to the appropriate Class Teacher.
- 5.6 Following the school's behaviour policy and procedures.
- 5.7 Ensuring the wellbeing of children, providing emotional support where necessary.
- 5.8 Ensuring pupils are appropriately dressed for the weather conditions.
- 5.9 Arranging and supervising appropriate play and physical activities under the direction of the Senior Midday Supervisor.
- 5.10 Ensuring any pupils who suffer any accident or injury are dealt with appropriately, in accordance with the school's agreed procedures.
- 5.11 Checking the toilets regularly to ensure they are tidy and being used appropriately.
- 5.12 Ensuring that, when classrooms are used during the lunch time break because of inclement weather, children are quietly occupied and the classroom is left tidy and ready for afternoon lessons.
- 5.13 Setting up chairs and tables in the dining hall before the children's lunch.
- 5.14 Ensuring pupils have visited the lavatory and washed their hands before entering the dining hall.
- 5.15 Organising the lunch queue and ensuring calm and orderly entrance of pupils into the dining hall, then from the dining hall to the playground.
- 5.16 Encouraging children to eat and assisting children with cutting up food, opening containers, pouring water etc. where appropriate, according to the age and needs of the child.
- 5.17 Encouraging social skills and good table manners, ensuring safety with knives and forks.

- 5.18 Cleaning up spillages of food and water and organise clearing of tables
- 5.19 Clearing away tables and chairs at the end of the lunch period, leaving the dining hall clean and ready for the next activity.
- 5.20 Assisting with identification of child abuse and neglect and be constantly alert for any children at risk, or suffering the effects of deprivation, malnutrition or lack of adequate clothing.
- 5.18 Taking part in relevant CPD and appraisals arranged by the school.
- 5.19 Undertake such other duties and assume such responsibilities as may from time to time be reasonably assigned by the Head Teacher.
- 5.20 We are a Restorative School, which means that building and maintaining relationships is at the heart of everything that we do. We believe that reparation and repairing relationships that have been harmed is the key to building a safe and happy school.