



Job Description – Midday Supervisor

Job Title

Midday Supervisor

Responsible to

Headteacher

Purpose of the Role

To provide effective and caring supervision of pupils during the lunchtime period, ensuring that children are safe, happy and engaged while maintaining high standards of behaviour, welfare and wellbeing. Midday Supervisors will promote a positive lunchtime experience through care, effective supervision, support and communication.

Main Duties and Responsibilities

- Supervision and Safeguarding
- Supervise pupils throughout the lunchtime period, both indoors and outdoors, including wet play ensuring they remain safe.
- Support the school's commitment to safeguarding and promoting the welfare of children. Be vigilant to safeguarding concerns and report any issues in accordance with school procedures. This includes any concerns relating to behaviour, welfare or health promptly and appropriately.
- Make appropriate decisions to resolve day-to-day issues and incidents as they arise during lunchtime.
- Prepare, clean and maintain a hygienic and safe dining hall.
- Support children in developing positive relationships and managing conflicts appropriately.

Dining Hall Duties

- Supervise pupils in the dining hall and promote a calm, orderly and pleasant environment.
- Encourage good manners, respectful behaviour and positive social interaction.
- Assist younger or vulnerable pupils where appropriate.
- Support pupils in following lunchtime routines and expectations.
- Help maintain appropriate levels of noise and behaviour within the dining area.

Behaviour and Relationships

- Promote positive behaviour in accordance with the school's behaviour policy.
- Establish and maintain clear expectations and boundaries with pupils.
- Deal with minor incidents and disagreements fairly and consistently.
- Encourage pupils to demonstrate respect, kindness and cooperation.
- Refer significant behaviour concerns to appropriate staff members.

Play and Recreation

- Supervise pupils during outdoor and indoor recreational activities.
- Encourage participation in positive, inclusive and purposeful play.
- Organise and support age-appropriate games and activities where required.
- Distribute and monitor the safe and appropriate use of play equipment and recreational resources.
- Ensure the play equipment and resources are safely stored.

Pupil Welfare and First Aid

- Respond appropriately to minor accidents, injuries and illness.
- Administer basic first aid in accordance with training and school procedures.
- Record and report accidents, incidents and welfare concerns accurately and promptly.
- Refer pupils to designated first aiders or senior staff when necessary.
- Follow established procedures for dealing with medical needs and emergencies during lunchtime.

Communication and Teamwork

- Work collaboratively with colleagues to ensure effective lunchtime supervision.
- Coordinate duties with other Midday Supervisors to ensure safe and effective provision throughout the lunchtime period.
- Share relevant information about pupils with teaching and support staff.
- Contribute to a positive team culture and provide support to colleagues when required.
- Attend meetings and training sessions as directed.

General Responsibilities

- Follow all school and trust policies, procedures and codes of conduct.
- Undertake mandatory training, including safeguarding, health and safety, behaviour management and first aid where required.
- Promote equality, diversity and inclusion in all aspects of the role.
- Maintain confidentiality in relation to pupils, staff and school matters.
- Present a positive and professional image of the school at all times.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of tasks expected to be carried out. It will be reviewed annually in conjunction with the appraisal process and planning for the next year. It will be reviewed and be subject to modification or amendment at any time after consultation with the holder of the post.