



**Job Title:** Midday Supervisor

**Grade:** 4

**Responsible To:** Midday Manager / Deputy Headteacher / Headteacher

**Hours:** Daily 11.45 to 1.00pm

**Job Purpose:** To ensure the health and safety and security of children throughout the School lunch break.  
To ensure the smooth running of the lunchtime system in the Hall

## **RESPONSIBILITIES:**

### **During Lunch**

- 1 Ensure that the children promptly line up starting with Reception and that monitors are in place to announce each class sitting.
- 2 Take lunch register ensuring that the children wait in an orderly manner and there is a continuous flow of children in the hot meal queue.
- 3 Supervise the seating of pupils with packed lunches.
- 4 Behaviour: Only the best standards are accepted. Children may talk but boisterous conversations, especially from table to table, is not allowed.
- 5 Once seated, children must not move to an alternative place.
- 6 Eating habits. Encourage good manners and correct use of cutlery.
- 7 Watch the youngest children and encourage them to eat a reasonable meal. Help is sometimes needed to cut up food.
- 8 Encourage all children to eat – “try a little more”. Look out for fads developing and report to teacher.
- 9 Check there is always adequate ventilation in the hall
- 10 Mop up spillages
- 11 Assist cleaning the hall and stacking the tables and chairs at 12.50pm.

### **Playground Supervision:**

- 1 Supervise pupils after lunch, either inside or outside of the school building
- 2 To caution them against rough play.
3. To deal with minor arguments and incidents.
- 4 To administer basic first aid and record appropriately.
- 5 To report any serious injury or head injury to the Midday Manager /Qualified First Aider.
- 6 To inform the class teacher at the end of the lunch hour of any bang to the head and any other incidents.
- 7 To ensure children are appropriately dress – especially in cold weather.
- 8 To monitor friendships and look out in particular for lonely child. To encourage friendly behaviour.
9. To encourage paly activities (skipping, playground games, songs, rhymes etc).
- 10 To communicate in a fair and reasonable manner and tone and to expect a similar response from the children.

### **Wet Weather:**

- 1 To encourage the children in quiet activities in the classroom.

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.**

**School/College:** Little Bowden Primary School

**Job Title:** Midday Supervisor

**Grade:** 4

# P E R S O N S P E C I F I C A T I O N

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>	N/A		App/Doc
<b><u>Experience</u></b> Experience of working with children.	✓		App/Ref
<b><u>Knowledge</u></b> An empathy with and an understanding of children in the age range concerned.	✓		
<b><u>Skills/Attributes</u></b> Ability to be assertive when necessary.  Ability to understand and follow relevant procedures, e.g. health and safety, child protection (including issues regarding restraint), school behaviour policy.  Good interpersonal communication skills.	✓  ✓  ✓		
<b><u>General Circumstances</u></b>  Attendance - evidence of regular attendance at work.  An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	✓  ✓		App/Ref/ Med  App/Int
<b><u>Factors not already covered</u></b>  Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

App = Application Form  
 Test = Test  
 Int = Interview  
 Pre = Presentation  
 Med = Medical Questionnaire  
 Doc = Documentary Evidence (E.g., Certificates)