

## Job Description: Midday Supervisor

<b>Post:</b>	<b>Midday Supervisor/LSA Lunch Duty</b>
<b>Responsible to:</b>	School Business Manager
<b>Purpose of Role</b> <ul style="list-style-type: none"> <li>Responsibility for the safety, welfare and conduct of pupils during lunchtimes, in classrooms, hall, playground and when moving from one area to another.</li> <li><b>Preparing the hall for school lunches and clearing away afterwards.</b></li> </ul>	
<b>Main Duties and Responsibilities</b> <ul style="list-style-type: none"> <li>Be responsible for the safe supervision of pupils and careful use of dining room equipment and facilities at meal times. Clean up spillages of food or liquid during meal service.</li> <li><b>Wipe down tables and clean dining areas between meals and at the end of the lunch period.</b></li> <li>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 and to maintain confidentiality at all times.</li> <li>Ensure the dining hall and playground are safe and tidy at all times and ensure safe practices are enforced.</li> <li><b>Prepare hall for lunches: set up tables, water, cutlery, and clear and clean the hall at the end of the lunchtime period.</b></li> <li>Ensure a managed and orderly lunch hall by: supervising queues; reinforcing the school's positive behaviour policy; supervising children getting ready to go outside.</li> <li>Ensure pupils eat healthily in a safe environment, using persuasive skills to encourage healthy eating. Encourage all children to eat their dinners, using appropriate tools, independently and with good manners.</li> <li>Bring a class group in to lunch and supervise them in line with school expectations and policies.</li> <li>Ensure all pupils are appropriately dressed to go outside.</li> <li>Supervise outside to maintain the wellbeing of all pupils while actively organising play and helping children to socialise and play appropriately.</li> <li>During wet play, organise, supervise and tidy away indoor activities for the children.</li> <li>First aid: dealing with minor first aid incidents and ensuring serious first aid incidents are passed to an appropriately trained member of staff; reporting all first aid and accidents to the Senior Midday Supervisor.</li> <li>Being flexible at all times, willing to adjust the role as necessary to support the team and to ensure the smooth running of the school lunches.</li> <li>Follow set routines and rotas as directed by the School Business Manager.</li> <li>Maintain good relationships, a positive attitude and good communication with everyone in school at all times.</li> <li>Contribute to the overall ethos/work/vision of the school.</li> <li>Attend relevant meetings, participate in training and other learning activities and performance development as required.</li> </ul> <p><b>ITEMS IN BOLD RELATE TO MIDDAY SUPERVISORS ONLY</b></p>	