

## **Job Description: Midday Supervisor**

### **Main Duties and Responsibilities:**

- Supervise pupils, during the lunch period, in the dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- Report to the Co-ordinator\* at the beginning of the lunch period and receive any instructions regarding duties.
- Monitor the behaviour of pupils pre-empting possible anti-social behaviour and through positive intervention reporting any incidents to the Co-ordinator as appropriate.
- Ensure the safety and wellbeing of children, providing emotional support where necessary.
- Arrange and supervise appropriate activities under the direction of the coordinator.
- Ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

### **Dining Hall**

- Organise the dinner queue and entrance of pupils into and from the dining hall to playground: ensuring good behaviour and a calm atmosphere. To deal with any inappropriate behaviour that may occur in accordance with the school's behaviour policy. Report, as appropriate, incidents to Co-ordinator\*.
- Encourage all pupils to eat but, especially those with special needs or disabilities and to assist children with cutting of food, pouring of water etc. where necessary.
- Encourage social skills and good table manners, ensuring safety with knives and forks.
- Clean up spillages of food and to organise clearing cutlery and crockery off tables.

### **Playground**

- Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
- To supervise and control entrance and exit to school premises by pupils during the lunch break. Check on any strangers who may enter the school grounds and report any concerns to the Co-ordinator\*.
- To engage children, by organising and supervising games and activities and encouraging participation in them

### **School Premises**

- Supervise pupils on the school premises in the hall, classrooms, on stairs and through corridors, when they are not allowed outside because of inclement weather.

- To ensure that, when classrooms are used during the Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
- To check toilet areas regularly to ensure that they are being used appropriately. To report any problems to the Co-ordinator\*.
- To:
  - Take part in training appropriate to the job of midday supervisor. • To attend midday supervisor staff meetings.
  - Take part in any appraisal arrangement made by the school.
  - Undertake any other duties consistent with the purpose of the job.

\*Headteacher as agreed