

JOB DESCRIPTION – Midday Supervisor

JOB PURPOSE

Assisting the Headteacher in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the school.

PRINCIPAL ACCOUNTABILITIES

1. Supervision and control of pupils.
2. Taking responsibility for initiating appropriate strategies.

MAIN DUTIES

1. Supervision and control of pupils, including:
 - Ensuring the supervision of pupils at appropriate times and organising the effective transfer of responsibilities for pupils' welfare between midday supervisory staff and teachers
 - Ensuring that all minor problems and infringements of disciplinary rules are dealt with swiftly and effectively, reporting persistent unruly behaviour or more serious breaches of discipline to a senior member of the teaching staff by the process established in the School. Reporting any emergency or serious incident to the Headteacher or Deputy Headteacher immediately
 - Dealing with minor accidents and securing first aid assistance for these and for serious incidents in accordance with the procedure established at the school
 - Ensuring that health and safety practices and procedures affecting pupils are maintained during the midday break
 - Assisting where necessary in ensuring that persons on the premises who are not pupils or staff are authorised and appropriately dealt with (in accordance with guidance issued from time to time)
 - Liaising with kitchen/dining room staff to ensure smooth meal service. Supervising and assisting pupils with their food where necessary. Supporting any school policies regarding meals provision. Where required, assisting with the collection of dinner money, issuing tokens etc. and/or the completion of records/registers of children dining
 - Setting up and clearing away tables in the dining room
 - Help prepare the children for the meal and help generally during the serving of food by cleaning up children's spillage on the table or floors

- To assist in training the children in appropriate table manners and being aware of their needs
 - Supervise children after their meal either in the playground or in school during inclement weather
 - Organise play activities
2. Child protection, including:
- To have due regard for safeguarding and promoting the welfare of pupils and to follow child protection procedures.
 - Reporting to the Headteacher any matters which are cause for concern.
3. Promote Healthy Eating
- Actively promote the school meals service to pupils to increase awareness of healthy eating and the uptake of healthy school meals.
4. Professional Standards
- To ensure that the professional standards for a midday supervisor are met and adhered to.

MIDDAY SUPERVISOR PERSON SPECIFICATION FORM

		ESSENTIAL	DESIRABLE
1.	Qualifications/ Training/ Competencies		Relevant NVQ2 or experience. Basic First Aid.
2.	Relevant Experience	Experience of communicating well at all levels. Experience of working constructively as part of a team, understanding roles and responsibilities and own position within these. Able to provide reference for previous employer.	Working with or caring for pupils of a relevant age
3.	Knowledge		Awareness of practices and procedures within education relating to the welfare and safety of pupils
4.	Personal Skills	Communicates well with children. Sense of fairness in dealing with children. Able to work as part of a team. Observant. Respects confidentiality. Punctual. Fit and active. Good communication skills.	