

## **Midday Supervisor Job**

### **Description**

**JOB TITLE** Midday Supervisor

#### **JOB PURPOSE**

Midday Supervisors are engaged on a part-time basis to undertake supervision of pupils during the school's lunchtime break. The extent of the supervision to be exercised includes the washing of hands, entry of pupils into the dining room, general help during the service of meals, assisting younger pupils in cutting up meat, general training in table manners and providing close supervision in the playground or classroom. Midday Supervisors are responsible to the Senior Midday Supervisor for the satisfactory performance of their duties. Normal hours of duty correspond with the school's lunchtime break.

The role includes active involvement in the school's OPAL (Outdoor Play and Learning) programme, supporting high-quality, inclusive, and engaging outdoor play experiences that promote pupils' wellbeing, social development, and enjoyment.

#### **DUTIES AND RESPONSIBILITIES**

##### **GENERAL**

- To be responsible to the Senior Midday Supervisor for the supervision of pupils on the premises during the school's lunchtime break.
- To oversee a group of pupils in the playground, in classrooms and whilst moving around the school.
- To actively respond to any incidents of poor behaviour and to take appropriate action.
- To attend to any minor accidents sustained during the lunch hour in accordance with the authority's procedures.
- To attend to any pupil who becomes sick or ill during the lunch hour.
- To report to the Senior Midday Supervisor if an accident occurs, or if any pupil has been taken ill.
- To see that pupils having school meals are in the dining room at the required time for lunch.
- To see that pupils, wash their hands and attend to the necessary toilet requirements before and after lunch.
- To help younger pupils with the proper use of cutlery and with cutting up food when necessary.
- To model play and to interact with pupils to model and develop further their social skills.
- To assist pupils with scraping their plates, clearing tables etc. when the lunch is completed.
- To mop up spillages as they occur within the dining rooms.

- To ensure that pupils are escorted to and from detached dining rooms.
- Confidentiality guidelines must be observed.
- Such other duties as may be commensurate with the grade and nature of the post.

**OPAL – OUTDOOR PLAY AND LEARNING**

- Actively support the delivery of the school’s OPAL programme during lunchtimes.
- Facilitate inclusive, creative, and child-led play opportunities using natural and loose-parts resources.
- Encourage cooperation, resilience, problem-solving, and positive relationships through outdoor play.
- Promote appropriate risk-aware play, allowing pupils to explore and challenge themselves safely.
- Help to set up, monitor, tidy, and store OPAL play resources and equipment.

**All staff are required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.**

**Observance of the Equal Opportunities Policy is required.**

**Supervising Officer: Senior Lunchtime Manager**

**I fully understand that the position of lunchtime supervisor requires my attendance at work for 195 days during school term dates. Any leave is taken during school holidays.**

..... **Post holder**

..... **Head Teacher**

**Date:** .....

**Person Specification: Midday**

**Supervisor**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Commitment to safeguarding and promoting the welfare of children.	Current First Aid qualification.  OPAL, playwork, or lunchtime supervision training.
<b>Experience</b>		The Midday Supervisor should have experience of supervising children as a parent or carer.  In addition, the Midday Supervisor might have experience of working with groups of children on a voluntary or paid basis.
<b>Knowledge and Understanding</b>	None required	The Midday Supervisor should have knowledge and understanding of managing behaviour of groups of children.  In addition, the Midday Supervisor might also have knowledge and understanding of:  Child development and social interaction.  <ul style="list-style-type: none"> <li>• The value of constructive play opportunities.</li> <li>• Ability to supervise children effectively and ensure their safety and wellbeing.</li> <li>• Ability to promote positive behaviour and manage low-level conflict calmly and fairly.</li> <li>• Understanding of safeguarding and child protection responsibilities.</li> <li>• Effective communication skills and ability to work as part of a team.</li> <li>• Knowledge of OPAL (Outdoor Play and Learning) principles.</li> <li>• Understanding of child development and the value of play.</li> </ul>

<b>Skills</b>	<p>The Midday Supervisor will be able to:</p> <ul style="list-style-type: none"> <li>• Work as part of a group and individually.</li> <li>• Inspire trust and confidence in children.</li> <li>• Encourage high standards of pupil behaviour at all times.</li> </ul>	<p>In addition, the Midday Supervisor might also be able to:</p> <ul style="list-style-type: none"> <li>• Communicate effectively (both orally and in writing) to an appropriate standard.</li> <li>• Recognise poor behavioural choice that gives cause for concern and inform teaching staff accordingly.</li> <li>• De-escalate situations which may lead to poor behavioural choice</li> </ul>
	<ul style="list-style-type: none"> <li>• Liaise with parents in a professional manner.</li> <li>• Observe the boundaries of the role and respect confidential information.</li> <li>• Initiate games and activities appropriate to the age of children.</li> <li>• Relate to children on their level.</li> <li>• Remain calm in a crisis.</li> </ul>	<ul style="list-style-type: none"> <li>• Teach play activities to other Midday Supervisors.</li> <li>• Examine systems critically and suggest ways of improving efficiency.</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Calm under pressure</li> <li>• Empathetic</li> <li>• Well-organised</li> <li>• Able to communicate well with staff and children</li> <li>• Creative</li> <li>• Resourceful</li> <li>• Tolerant</li> </ul>	

Thorns Primary School is part of Excelsior Multi Academy Trust (MAT) and is a unique, innovative, friendly school, where all staff are valued and supported in their personal and professional development within a nurturing environment. We actively promote the Equality Act and will expect all applicants to demonstrate their commitment to equality to improve outcomes for all children who attend the school.

Applicants will also be required to demonstrate their suitability to work with children, including motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behavior and attitudes to the use of authority and maintenance of discipline.