



Mid-day Supervisor

Role Outline

Last reviewed: December 2025

Mid-day Supervisor

Role Summary

Delivering the highest quality lunchtime experiences to pupils and ensuring safety and harmonious play in the playground or clubs after lunch.

To contribute towards the development of the Dover Academy (DA) in continuing to be an outstanding school.

Time Commitment

11.30am to 1pm, Monday to Friday, term time only

Reports to: Lead MDSA

Key responsibilities and overall objectives:

1. To supervise dining and playtime during the lunch break.
2. To encourage the children in positive behaviour and play in the lunch hall and on the playground and to engage in restorative conversations where situations require resolution.
3. To demonstrate and maintain high expectations, in line with the school vision and values, of oneself, of other staff and of peers.
4. To support pupils in their personal, social, health and emotional development.
5. To provide first aid care to all pupils at lunchtime and maintain records in line with the school policies.
6. To be committed to the development of DA as a school with outstanding practice.

Principle Accountabilities:

Dining Supervision:

1. Ensure that dining is a positive and healthy experience for all pupils (and all staff on duty).
2. Maintain a calm and purposeful atmosphere in the hall, with an appropriate noise level that is in line with school expectations.
3. Ensure that pupils move quietly and carefully around the dining hall.
4. Support the correct usage of cutlery and good table manners. Ensure that pupils clear up after themselves.
5. Encourage all pupils to eat all their lunch and to try any new food served.
6. Be aware of pupils with food intolerances or allergies and support children to use the digital ordering system to ensure the ordered meals are served.
7. Praise and reward adherence to school values and good manners.
8. Encourage all pupils to speak quietly at the table and actively encourage conversations between pupils and staff.
9. Encourage and develop positive relationships between Aspens catering staff and school staff and pupils.
10. Monitor pupils leaving the hall to go to the toilet and ensure that all pupils are accounted for.
11. Ensure that when pupils move around the site, expectations are followed.

Lunchtime Play Supervision:

1. Encourage positive and safe play in the playground at lunchtime. Encourage and introduce creative play and language, wherever possible.
2. Be vigilant on the playground and ensure that all areas are actively monitored.
3. Join in with play and be an active member of staff during the lunch break.
4. Promote the correct usage of different areas of the site, e.g. a quiet area for reading and an active area for sports.
5. Monitor pupil behaviour and follow the school system for rewards and sanctions, reporting these to the teaching staff at the end of the lunch break.
6. Use the school values in your language when conversing with pupils about behaviour and model excellent spoken English at all times.
7. Participate and supervise pupils in any off site or additional lunchtime activities, should they occur, as directed by the Senior Leadership Team.
8. Be active about evaluating playground practice and suggesting ideas for improvement in this area to the Senior Leadership Team or Lead MDSA.

Supervision overview:

1. Ensure that you are aware of the First Aid Policy and follow it accordingly. This includes sending pupils to the appropriate qualified person for first aid and recording accidents
2. Ensure that you are aware of the Intimate Care Policy and follow it accordingly. This includes the appropriate procedures for pupils changing out of soiled clothing and for staff to record incidents in the First Aid Care Record Book.
3. Ensure that you are aware of the Safeguarding Policy and follow it accordingly. Report any concerns to the Senior Designated Safeguarding person, in order to ensure pupil wellbeing.
4. Ensure that you are aware of the Equal Opportunities Policy and follow it accordingly. Ensure all pupils have equal opportunities to learn, play and develop.
5. Ensure that you are aware of the Health and Safety Policy and follow it accordingly. Be aware of the fire procedures that are within this policy and act swiftly and sensibly when a fire or fire alarm occurs.
6. Maintain an up to date knowledge of, and be compliant with, all school policies and procedures.
7. Demonstrate high expectations of pupil behaviour, in line with the school vision and values, and apply the behaviour management policy consistently, indoors and outdoors.
8. Encourage pupil independence, self-confidence and awareness of the feelings of others.
9. Be aware of the need for vigilance with regard to racist or bullying incidences and report them to the Senior Leadership Team immediately by recording on CPOMS and informing the class teacher.
10. Maintain a clean, orderly and safe working environment. Ensure that equipment and resources are set out on time.

Professional Development:

1. Follow procedures for staff sickness and absence, ie contact the Office Team, Assistant Head and Lead MDSA by 7am if you are unable to attend school due to sickness or any other circumstance beyond your control.
2. Ensure that you are aware of, and compliant with, the Staff Code of Conduct. This includes expectations for professional conduct.
3. Maintain records of own professional development. This includes performance management reviews and details of any training attended.

Notes

All new staff will be subject to a probationary period of six months (which may, in certain circumstances, be extended by up to a further three months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which he or she has been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, and also in terms of their commitment to safeguarding and relationships with pupils.

Review

This role outline is not definitive and will be subject to regular review.

Equal Opportunities and Safeguarding

The Knowledge Schools Trust is committed to equality of opportunity and to safeguarding children. Successful candidates will be subject to an enhanced Disclosure and Barring Services check and other employment checks.

Special Note

Job Descriptions are intended as reference documents which identify main responsibilities and activities.

This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time in consultation with you. It may include other tasks reasonably requested and agreed with your Line Manager.

Signed:

Date:

Signed: KSTE



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