

## **MIDDAY SUPERVISOR JOB DESCRIPTION**

### **Main purpose**

To be responsible to the Principal, through the line manager or other designated person, for the supervision of pupils during the midday break.

### **Duties and responsibilities**

#### **Daily Routines**

- Setting up the dining hall ready for lunchtime service
- Serve meals and water when required
- Supervise pupils in the dining hall and classrooms during mealtimes
- Supervise pupils on the playground and field (*in all weathers*)
- Support pupils with outdoor play activities
- Administer First Aid (if trained)
- Clear and clean tables, collect rubbish and clean the dining hall at the end of service when required
- Follow the academy's positive behaviour management policy including completing the behaviour log in the office and sharing information with the class teacher at the end of each session when necessary.

#### **Working with staff, parents/carers and relevant professionals**

- Develop effective professional relationships with colleagues

#### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the academy.

#### **Professional development**

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the academy.
- Take part in the academy's appraisal procedures
- Take part in any in-house training sessions

*Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal, Assistant Principal or Business Manager.*

---

## MIDDAY SUPERVISOR PERSON SPECIFICATION

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• L2 Certificate in Food Hygiene (training will be provided if required)</li> <li>• Paediatric First Aid Certificate (training will be provided if required)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working as a Midday Supervisor is desirable</li> <li>• Experience of working in a school environment or other educational setting is desirable</li> <li>• Experience working with children is desirable</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Ability to build effective working relationships with pupils and adults</li> <li>• Excellent verbal communication skills</li> <li>• Ability to work as part of a team and to be flexible in their approach to daily routines</li> <li>• The ability to remain calm in stressful situations</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Enjoyment of working with children</li> <li>• Sensitivity and understanding, to help build good relationships with pupils</li> <li>• A commitment to promoting the ethos and values of the school</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding pupils' wellbeing and equality</li> <li>• Resilient, positive, forward-looking and enthusiastic about making a difference</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.