



# Job Description Midday Supervisor

<b>Location:</b>	Brooke School
<b>Grade/Scale:</b>	NJC Grade D (scp 4-5)
<b>Special Conditions:</b>	None
<b>Reporting to:</b>	Senior Leadership Team
<b>Revised Date:</b>	June 2025

<b>Job Summary:</b>
<p>To support pupils during the lunchtime period with feeding, the use of cutlery and assisting with cutting of food. Ensuring the safety of pupils in the dining area, classroom and/or the outdoor areas.</p> <p>To carry out duties in line with the conditions of employment, Trust/School policies and procedures and any other relevant legislation or guidance. To demonstrate consistently high standards of professional conduct.</p>

<b>Main Duties &amp; Responsibilities:</b>
<p>A Midday Supervisor will be expected to be able to undertake any of the following duties as directed by the Senior Midday Supervisor:</p> <p><b>In the dining area:</b></p> <ul style="list-style-type: none"> <li>• To escort pupils to and from the dining area, ensuring they are there at the appropriate time and ensuring information is exchanged with class staff</li> <li>• Assist pupils at the food counter</li> <li>• Assist with the proper use of cutlery and help with cutting food, where necessary</li> <li>• Assist pupils when returning used trays/plates, cutlery, beakers etc. and in clearing tables when lunch is completed.</li> <li>• Where necessary, follow training and advice given by other professionals to feed pupils with severe physical difficulties.</li> <li>• Supervise pupils eating food bought from home and ensure packed lunch equipment is packed away.</li> <li>• To assist with setting out and clearing away tables and chairs used during the lunch period.</li> </ul> <p><b>In school or on the playground:</b></p> <ul style="list-style-type: none"> <li>• To be responsible for small groups of pupils in the classroom or on the playground (weather dependant). This may include pupils with challenging behaviours and with profound and multiple learning difficulties.</li> <li>• To read, acknowledge and follow class or individual pupil risk assessments in the supervision and care of pupils.</li> <li>• Attend to minor incidents and complete incident/accident forms.</li> <li>• Develop and support with lunchtime activities.</li> </ul>

## Main Duties & Responsibilities:

- Ensure that individual and personal care, including toileting needs of the pupil are met
- Attend to pupils that become ill, as necessary.
- Where necessary, assist the school nurse with the administration of medication during the lunch time period and liaise over any healthcare concerns.
- Adhere to any behaviour management strategies devised by others.

## Additional Duties:

The post holder will:

- Contribute to and uphold the overall ethos/work/aims of the Trust.
- Act with professionalism, integrity and with due regard to matters of a confidential nature at all times.
- Promote and adhere to high standards of behaviour and performance in line with the staff code of conduct, Nolan Principles and other relevant policies and professional standards.
- Establish constructive relationships and communicate professionally and effectively with senior leaders, colleagues, the Trust/school community, and other agencies/professionals.
- Participate in training and other learning activities and performance appraisal/development as required.
- Recognise their own strengths and areas of expertise and use these to advise and support others.
- Undertake duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for themselves and any employees for whom they are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
- Carry out their responsibilities with due regard to Trust policies and arrangements relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection and should report any concerns to an appropriate person.

Note: This job description may be modified by the Trust to reflect or anticipate changes in the job, commensurate with the salary and job title.