

JOB TITLE:	Midday Supervisor
GRADE:	Kent Scheme A
ALL STAFF RESPONSIBILITIES:	<ul style="list-style-type: none"> To live our values of collaboration, citizenship, sustainability and achievement. To follow our schools' and Trust's policies and procedures. To value lifelong learning and develop skills and knowledge. To adhere to the highest level of safeguarding and child protection.
MAIN PURPOSE OF THE ROLE:	To ensure the safety, wellbeing and positive behaviour of pupils during the lunchtime period, promoting a happy, healthy and engaging environment both in the dining hall and playground.

MAIN RESPONSIBILITIES

PUPIL SUPERVISION AND SAFETY	<ul style="list-style-type: none"> Supervise pupils in the dining hall, playground and indoor areas. Ensure pupils remain safe, well-behaved and appropriately occupied. Monitor pupil movement and account for all children. Support pupils who become upset, unwell or distressed.
BEHAVIOUR AND PLAY	<ul style="list-style-type: none"> Encourage active, positive and inclusive play. Lead simple games and activities. Support restorative conversations. Reinforce school values.
DINING HALL DUTIES	<ul style="list-style-type: none"> Monitor queues and assist younger children. Promote healthy eating. Support clearing and routines. Set up and clear dining hall equipment.
WELLBEING	<ul style="list-style-type: none"> Build positive relationships with pupils. Encourage inclusion. Support pupils with additional needs.
FIRST AID	<ul style="list-style-type: none"> Provide simple first aid. Record and report incidents. Follow health, safety and safeguarding policy.
TEAMWORK	<ul style="list-style-type: none"> Work collaboratively with staff. Report concerns proactively. Attend meetings/training.
ENVIRONMENT	<ul style="list-style-type: none"> Maintain tidy, safe spaces. Check equipment. Prepare wet-play activities.
GENERAL RESPONSIBILITIES	<ul style="list-style-type: none"> Uphold school values and safeguarding. Maintain professionalism and confidentiality.

SAFEGUARDING	<ul style="list-style-type: none"> • Undertake additional duties as required. • Recognise and report any concerns about pupils' safety, wellbeing, behaviour or development, following school safeguarding procedures. • Maintain safe working practices, professional boundaries and confidentiality when working with pupils. • Support pupils' wellbeing, inclusion and positive behaviour, ensuring a safe and secure learning environment for all.
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- This job description outlines the duties of the post at the time of publication.
- The post holder may be asked to carry out other reasonable duties without changing the role's general responsibilities.
- Priorities will be reviewed annually through performance management.

PERSON SPECIFICATION

Areas	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good level of literacy and communication skills • Willingness to undertake training, including safeguarding 	<ul style="list-style-type: none"> • First Aid qualification • Training in behaviour management or play leadership
Experience	<ul style="list-style-type: none"> • Experience working with or caring for children in any setting (school, childcare, clubs, voluntary roles etc.) 	<ul style="list-style-type: none"> • Experience in a school environment
Skills	<ul style="list-style-type: none"> • Ability to supervise groups of children positively and calmly • Strong communication and teamwork skills • Ability to promote positive behaviour and resolve low-level conflict • Ability to remain alert, proactive and safety-conscious 	<ul style="list-style-type: none"> • Experience supporting children with SEND • Ability to lead structured games and activities • Skills in restorative approaches or emotion coaching
Knowledge & Understanding	<ul style="list-style-type: none"> • Understanding of the importance of child wellbeing and positive relationships • Awareness of health & safety in a playground/dining context • Understanding of inclusive practice 	<ul style="list-style-type: none"> • Understanding of safeguarding responsibilities in schools • Knowledge of strategies that support emotional regulation
Personal Attributes	<ul style="list-style-type: none"> • Warm, friendly, approachable and patient • Reliable and punctual with a strong sense of responsibility • Positive attitude and ability to use initiative • Calm under pressure and able to adapt to changing situations 	<ul style="list-style-type: none"> • Creative and enthusiastic about play and outdoor activities • Willing to contribute ideas to enhance lunchtime provision
Safeguarding & Professional Conduct	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children • Ability to follow school policies and report concerns promptly 	<ul style="list-style-type: none"> • Experience working within safeguarding procedures in a previous role

Cygnus Academies Trust

Job Description and Person Specification



	<ul style="list-style-type: none"> • Maintains professional boundaries at all times • Demonstrates respect, confidentiality and integrity 	
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Signed:	Date:
Name:	School:

