



Job Description

Midday Supervisor

Equality Statement

Shefford Lower School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Reporting to: Senior Midday Supervisor/Headteacher/Deputy Headteacher

Main purpose

A midday supervisor will be part of a team that is responsible for supervising pupils ensuring that the break runs effectively, and that the safety and welfare of pupils is maintained.

Duties and responsibilities

Supervision

- Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
- Supervision of hand washing as required.
- Supervision of pupils' entry into the dining room, including any walk or journey to the dining room which might be required.
- Supervise pupils in the lunch area, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Assistance for pupils where necessary to carry trays etc to table and to return empty dishes etc to service counter.
- Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc if required.

Organisation

- Manage pupils' entrance and exit from the lunch area in an orderly and timely manner

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Clean up food and water spillages
- Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feedback concerns relating to pupils' health and safety to a senior member of staff



Job Description

Behaviour

- Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy.
- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- To encourage and recognise good manners through reward system

Play

- Support the delivery of the school's play curriculum by facilitating high-quality, inclusive play opportunities during lunchtime/ playtimes and encouraging children's creativity, independence, social development and wellbeing through play.
- Work collaboratively with school staff to create and maintain an engaging outdoor play environment that reflects the school's commitment to the OPAL programme and positive play experiences for all children.
- Organising play/games as appropriate inside school on wet days.
- Help to resolve issues between pupils during play activities

Safeguarding

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent), and our child protection and health and safety policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Support a strong safeguarding culture across the school.
- Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

Other

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- To undertake annual training including safeguarding, online training, CPD and any other training courses as required.



Job Description

- To undertake any other duties of a similar level and responsibility as may be required

This job description and allocation of responsibilities may be amended by agreement from time to time.