



JOB DESCRIPTION

MIDDAY SUPERVISOR

Grade 1, Scale Point 6

BROAD DESCRIPTION:

- supervise and ensure the safety and well-being of pupils during the lunchtime period
- prepare dining area before and after lunchtime
- play with children indoors and out of doors
- work under the general direction of the Senior MDS and the Head Teacher

Supervision of pupils in the dining areas, including:

1. where appropriate, assist/supervise pupils with general hygiene requirements prior to eating lunch
2. organising the dinner queue, moving the children around school and playground; ensuring good behaviour and calm atmosphere. Dealing with any unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to Head Teacher/Senior Midday Supervisor according to severity of incident
3. directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary
4. encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities. Being aware of pupils on special or restricted diets for medical reasons from information provided at the school. Assisting pupils with cutting up food, pouring liquids etc. where necessary
5. encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner
6. cleaning up spillages when food is spilt or dropped
7. dealing with anybody spillages in the dining room in accordance with infection control procedures, ensure pupil receives medical support
8. sharing responsibility with other Midday Supervisors and/or teacher for the maintenance of good order and discipline in the dining areas

Supervision of pupils in the playground and around school, including:

9. collecting pupils from classrooms, if going onto the playground, ensuring they are appropriately dressed for the prevailing weather conditions
10. supervision during lunch break to ensure children do not leave the playground without permission. Check on any strangers who may enter school premises in accordance with school guidelines and report to Head Teacher/Senior Midday Supervisor
11. direction of pupils to the playground and playing with them in their activities, ensuring their safety and well-being, providing emotional support where necessary
12. preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Participating or initiating games whenever possible
13. discouraging any dangerous activities
14. reporting any bad behaviour to the Senior Midday Supervisor/Head Teacher
15. supervision of and playing with pupils inside school premises when they are not allowed outside due to inclement weather
16. being able to play and organise a range of games and activities
17. attend to minor accidents or to pupils who become ill
18. report to SMDS if accident occurs or if pupil falls ill
19. monitor pupil behaviour, deal with any unacceptable or challenging behaviour intervening as necessary and in accordance with behaviour policy or any other guidelines in operation at the school

20. report to SMDS any breaches of school rules
21. ensure orderly return to classroom at the end of the lunch period

Child Protection:

22. to have due regard for safeguarding and promoting the welfare of children and young people and to follow child protection procedures and the school's safeguarding policy

QUALIFICATIONS / TRAINING AND LIKELY ABILITIES

23. literacy skills to be able to complete accident book and to understand, comply and work within policies e.g. school behaviour policy, child protection policy, health and safety, confidentiality and other school rules
24. awareness of cultural differences
25. relevant training and induction will be given

Note

These are broad descriptions of the types of duties and activities expected, they are not intended to provide an exhaustive list of duties.