

## MODEL JOB DESCRIPTION

**Post** Midday Supervisor  
**Grade**  
**Hay Evaluation**

### JOB SUMMARY

As part of a team, assisting the Senior Midday Supervisor/Headteacher in securing the safety, and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site(s) of the school and leading a team of Midday Supervisors in accordance with the general instructions of the Headteacher.

### PRINCIPAL ACCOUNTABILITIES

1. Supervision and control of pupils in the dining hall.
2. Supervision and control of pupils in the playground and about other school premises.
3. Associated ancillary duties

### JOB CONTENT

*Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.*

1. Supervision and control of pupils in the dining hall, including:
  - Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting changing clothing etc. in accordance with School Policy) prior to entering the dining room
  - Organising dinner queue and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere. Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to Headteacher/Senior Midday Supervisor according to severity of incident
  - Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary
  - 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 from information provided at the school. Assisting pupils with cutting up food, pouring liquids etc. where necessary
  - Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner
  - Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff
  - Dealing with any body spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate
  - Sharing responsibility with other Midday Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.

2. Supervision and control of pupils in the playground and about other school premises, including:

- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary
- Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation. Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Headteacher/Senior Midday Supervisor
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Occasionally participating in games
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
- Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Headteacher/Senior Midday Supervisor
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period.

3. Associated Ancillary Duties

- locking and securing classrooms which contain personal belongings of staff and pupils
- Checking toilet areas regularly for signs of pupil smoking/vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas Reporting any damage or blockages to Caretaking staff
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures
- Where required, to assist with the collection of dinner money and/or the completion of records/registers of children dining.

4. Child Protection

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.

**JOB CONTEXT**

**Reports to:** The Senior Midday Supervisor/Headteacher or other nominated teacher

**Supervises:** None

**Contacts:** The Head Teacher, other school staff, pupils and their parents, School Governors

**Financial Responsibilities:** None, but may assist in handling dinner monies

**Key Organisational Objectives:**

The postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as appropriate
- At all times operating within the school's Equal Opportunities framework
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

**Conditions of Service:**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.

**Special Conditions of Service:**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

## PERSON SPECIFICATION

## MIDDAY SUPERVISOR

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>		First Aid certificate.
<b>Experience</b>	Experience of working with children and young people (either paid or unpaid).	Experience of supervising pupils in a school environment.
<b>Knowledge</b>	Knowledge of basic Health and Safety and First Aid.	A knowledge and understanding of the welfare and social needs of pupils during the mid-day break.
<b>Skills &amp; Ability</b>	<p>Effective communication skills.</p> <p>Ability to work effectively as part of a team and to apply given instructions.</p> <p>Ability to react calmly and quickly in an emergency.</p>	