

# Longthorpe Primary School Job description: Midday Supervisor



**Salary:** Grade 3, Point 2-3

**Contract type:** Part-time

**Reporting to:** Senior Midday Supervisor

## Main purpose

A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

## Duties and responsibilities

### Supervision

- 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
- Encourage all pupils to eat adequately and assist children with the preparation of food for eating
- Encourage good social skills and table manners. Ensure safety with cutlery.
- Monitor and intervene when pupils aren't engaging in play and report any concerns to class teachers
- Check toilets and cloakroom areas on a regular basis throughout the lunch period

### Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area and playground in an orderly manner
- Support the children to move around the school in an orderly fashion
- Clean up food and water spillages
- Clear away cutlery and crockery

### Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- 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
- Report concerns relating to pupils' health and safety to a senior member of staff

### Behaviour

- Promote Positive behaviour in line with the school mantra: Ready, Respectful, Safe
- 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

## Play

- Organise play activities to encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment ➤ 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 on the premises and challenge them as necessary
- Report any safeguarding concerns to the Designated Safeguarding Lead (DSL) or one of the Deputy DSLs in accordance with school policy and procedures
- Attend annual safeguarding training and keep up to date with briefing minutes and emails

## Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role

Please note this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a midday supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role.

This job description may be amended at any time in consultation with the postholder.

**Last review date:** 20.9.2023

**Line manager's signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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