

Midday Supervisor Job Description

Job Title:	Midday Supervisor
Grade of Post:	Grade 3
Hours of Work:	5.5 hours (Term Time only) <i>M/T/W - Norton Infant T/F Norton Junior</i>
Responsible to:	SENCO/Senior Midday Supervisor

Purpose of the Job:

To supervise pupils who remain on the school premises during midday break, ensuring that the children eat meals safely and behave appropriately.

To provide general support for the School .

Key objectives:

- Ensure that children remain supervised at **ALL** times; children should not be sent to the playground until a Supervisor is on the playground;
- Ensure that pupils wash their hands before they eat;
- Ensure that pupils having a school lunch are in the dining hall at the correct times;
- Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use and the tables wiped and carpet brushed if necessary;
- To maintain order and the safe transfer of children to and from the dinner hall.
- To positively encourage good behaviour and table manners and hygiene.
- Report to the Senior Midday Supervisor/Deputy Head any child whose diet may give rise for concern;
- To assist children where necessary whilst they are taking a meal.
- Encourage pupil's independence when returning used plates, dishes, cutlery and beakers when lunch is finished;
- Help younger pupils at the serving counter with the proper use of cutlery, and help them cut up their food when necessary;
- Assist pupils with the return of used plates, trays, cutlery and beakers, and the cleaning of tables when lunch is finished;
- To actively supervise the dining room procedures including:
 - Carrying the meal to the table
 - Assisting with the children choosing their meal
 - Training children in the correct use of cutlery
 - Clearing and stacking table equipment and serving dishes
 - Wiping and resetting table if necessary

- Supervise older pupils to assist with the setting up and clearing away equipment;
- Be responsible for organising play activities in the playground or indoors if a wet playtime;
- Help children acquire social skills; set an exemplary example to all children at all times;
- Be familiar with the role of the dinner time buddies;
- Take charge of groups of children in the playground or classroom, depending on the weather;
- Ensure that children remain within a safe environment, and that they play safely;
- To administer first aid in the case of a minor accident. Record accidents in the first aid book and report serious accidents to the Headteacher;
- Attend to children who require changing following sickness or soiling, ensuring that another member of staff is present; report the incident to the Senior Midday Supervisor/Deputy Head who will ask the office to contact parents/carers if required' and inform the class teacher of relevant information.
- Liaise effectively and professionally with all staff, teachers, learning coaches as required;
- Report the Senior Midday Supervisor/Deputy/Head any cause for concern; effectively manage behaviour in line with the school policy;
- To contribute as a member of a team to the ethos and environment of the school;
- To adhere to need for confidentiality at all times;
- To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility;
- Attend training to support their role, as required.

Additional Information:

- These duties are neither exclusive nor exhaustive and you may be required to undertake other duties and responsibilities, without changing the general nature of the role, in order to meet the needs of the school.
- The role is subject to Pay and Conditions and to other locally agreed conditions of employment.
- Duties must be carried out in compliance with XP Trust's Equal Opportunities and Health and Safety at Work Act (1996) requirements.

The post holder must always comply with the  XP Trust Staff Code of Conduct which includes the expectation to **read, understand and gain clarity around the professional documentation** within the  XP Trust Staff User Guide and  Staff Handbook Policies