



## **MIDDAY SUPERVISOR**

**(Line supervisor of the midday assistants)**

Term time only  
Line Manager: Headteacher, Deputy Headteacher.

### **PURPOSE**

**To supervise a team of midday assistants ensuring high quality care and supervision of the children during the lunchtime period, ensuring welfare and safety at all times.**

The role provides an important service – the role holder will have direct contact with children, supervising and advising midday assistants during the lunchtime period. The role holder will ensure all school policies are correctly followed but will also be expected to routinely resolve issues, seeking assistance from SLT when needed. The role holder will be expected to be visible within the playground, dining hall or field, patrolling areas and directing lunchtime staff and will therefore be subject to weather conditions and noise.

### **SUPERVISORY ACTIVITIES**

- Day to day supervision of staff, induction of new staff, coordination of school wide cover during absence.
- Ensure gates and other high-risk areas are properly supervised
- Liaise with teaching staff with regards to break activities including wet play activities.
- Ensure midday staff are supervising classrooms and assisting class based activities during wet play.
- Raise any issues or concerns via agreed methods (policies in place)
- Encourage staff to assist with playground/field games

### **SUPPORT FOR PUPILS**

- Ensure packed lunch trolleys are suitably placed in corridors
- Ensure children line up safely and sensibly outside dining hall and enter into the hall in a quiet, orderly manner and remain seated whilst eating.
- Ensure good table manners and correct use of cutlery.
- Maintain good behaviour and noise levels
- Monitor disposal of waste and the removal of crockery and cutlery and ensure areas are mopped and cleaned and surfaces disinfected.
- Patrol playground, fences and gates to ensure safe play at all times
- Calmly deal with unacceptable behaviour in accordance with school policies
- During Wet Play, ensure there are class based activities

## **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance management as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

## **EXPERIENCE**

- Working with or caring for children of relevant age.

## **QUALIFICATIONS**

- Good numeracy/literacy and communication skills
- Participate in development and training opportunities.

## **KNOWLEDGE/SKILLS**

- Appropriate knowledge of first aid.
- Use basic technology – computer, photocopier.
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own duties within these.

The above-mentioned duties are neither exclusive or exhaustive. At the discretion of the Head Teacher, such other activities may from time to time be required, consistent with the nature of the job described above.