



## Job Description

### Midday Supervisor

<b>Purpose</b>	<ul style="list-style-type: none"><li>• To ensure lunchtime is a happy, safe, and secure time.</li><li>• To build positive relationships and maintain the well-being of all children.</li><li>• To support children in developing play and social skills.</li><li>• To ensure the safety, wellbeing, and security of all children at all times.</li><li>• To maintain discipline and support children in developing self-discipline.</li><li>• To support children in developing healthy eating habits and related skills.</li></ul>
<b>Reporting to</b>	Operations Officer

<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• To set up the dining hall for lunches including setting up tables &amp; benches for adequate seating arrangements</li><li>• To assist children with their meals: those having cooked dinners in making choices and carrying equipment safely; and with those bring packed lunches, helping with packaging where necessary.</li><li>• To ensure children have access to a drink at lunchtime.</li><li>• To encourage children to eat their meals in a polite manner, using cutlery appropriately and clearing away when they have finished.</li><li>• To encourage children to eat the range of food provided for them.</li><li>• Being aware of children on special or restricted diets for medical reasons from information provided at the school</li><li>• To inform the class teacher or key lunchtime supervisor when a child is not eating their meal or if the meals provided seem inadequate or inappropriate for the child.</li><li>• To assist with the tidying of the dining area e.g. wiping tables and putting them away, stacking chairs, benches etc.</li><li>• Cleaning up spillages, and tending to children who are sick or injured, ensuring they receive appropriate medical attention, and reporting any serious accidents.</li><li>• To encourage children to play in the playground, joining their game if and when necessary.</li><li>• To develop play skills through introducing or promoting games and activities inside and outside.</li><li>• To liaise with the named member of staff informing them of any play needs relating to equipment, organisation or timetabling.</li><li>• To keep children occupied during wet playtimes, or in cases of extreme hot or cold weather, using the equipment made available in each class.</li><li>• To ensure the playground/field is ready for play by checking that all the gates are closed and inform the head teacher of any problems.</li><li>• To remain alert at all times to people entering the playground/field or watching form beyond the boundary, asking those entering the school grounds to report to the office.</li><li>• To report to the class teacher or head teacher any suspicious incidents which may indicate a problem (i.e. someone regularly watching the children).</li></ul>
<b>Key Responsibilities</b>	



	<ul style="list-style-type: none"><li>• To supervise dinner queues at points of entry and exit, supporting children in collecting, carrying, and clearing away their dinners/ packed lunches as appropriate.</li><li>• To have responsibility for basic first aid, dealing with accidents both in the school and playground during the lunchtime break and recording the actions taken.</li><li>• To look after and deal with children who have been unwell during the lunch break.</li><li>• To inform the appropriate staff when children are feeling ill or have had an accident.</li><li>• To have an understanding of the fire drill as outlined by the school.</li><li>• To be clear about the school's discipline policy and follow procedures as they relate to the lunch break.</li><li>• To promote the whole school level and class behaviour policies ensuring a high level use of praise and a positive approach to conflict resolution.</li><li>• To maintain good behaviour while in the playground, hall, classrooms and around the school generally, encouraging children in the development of self –discipline and an understanding that “actions bring consequences” ('ABC').</li><li>• To always provide a positive role model for the children.</li><li>• To treat all children fairly and equally, adopting a friendly, polite, and approachable manner at all times.</li><li>• Always listen to children's concerns and problems notifying the class teacher or head teacher should the need arise.</li><li>• To understand the processes concerning child protection and to support school policy and practice.</li><li>• To recognise the need for confidentiality and respect all that you see and hear while in school.</li><li>• To pass on to the appropriate staff members any concerns you have about individuals or groups of children, whether this is related to behaviour, physical well-being, or social relationships.</li><li>• To attend meetings where possible to support the regular exchange of information and ideas.</li></ul>
	<p><b>The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.</b></p>
<b>Skills and Experience</b>	<ul style="list-style-type: none"><li>• Enjoyment of working with children</li><li>• The ability to supervise and encourage children</li><li>• Patience and the ability to stay calm</li><li>• Good communication skills</li><li>• The ability to work as part of a team</li></ul>



<b>Additional duties and Information</b>	<ul style="list-style-type: none"><li>• Ensure the aims, priorities and policies of the Trust are adhered to</li><li>• Act as a positive representative of the Trust and its learners in all circumstances and at all times</li><li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified</li><li>• Employees are expected to be courteous to colleagues and provide a welcoming environment to all, maintaining a professional standard of demeanour and dress</li><li>• Attending relevant meetings, and ALL out of working hours activities, e.g. training, monthly staff meetings, parents/carers evenings.</li><li>• Participating in training and other learning activities and performance development, as required</li><li>• Support all staff and engage in a good staff team</li><li>• This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust</li></ul>
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<b>Signature (employee):</b>	
<b>Date:</b>	
<b>Signature (line manager):</b>	
<b>Date:</b>	



**Personnel Specification – Midday Supervisor**

Attributes	Criteria	Rank
Education and Training	<ul style="list-style-type: none"><li>• GCSE level in literacy and numeracy, or the equivalent Grade C or above</li><li>• Recent Paediatric First Aid certificate</li><li>• Basic Food Hygiene</li></ul>	Essential  Desirable Desirable
Relevant Experience	<ul style="list-style-type: none"><li>• Experience working with children</li></ul>	Essential
Skills and Abilities	<ul style="list-style-type: none"><li>• Ability to communicate well with adults and children.</li><li>• Ability to work as part of a team.</li><li>• Good organisational skills</li><li>• Ability to demonstrate creative abilities</li></ul>	Essential Essential Essential Essential
Any additional factors	<ul style="list-style-type: none"><li>• Understanding of equal opportunities</li><li>• Awareness of health &amp; safety and practical hygiene issues</li><li>• Ability, flexibility, and willingness to take on other responsibilities or duties as deemed necessary</li></ul>	Essential Essential Essential