

MILLBROOK INFANT SCHOOL

Job Description - Midday Supervisor

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| Job Title: | Midday Supervisor |
| Reports to: | Headteacher |
| Purpose of job: | Midday Supervisors take charge of pupils during the lunch period. During this time, they are responsible for the safety and behaviour of the children. |

Main Duties & Responsibilities:

- To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- To monitor the behaviour of pupils, discouraging in a positive way any anti-social behaviour and reporting any incidents to the class teacher or SLT as appropriate.
- To ensure the safety and wellbeing of children, providing emotional support where necessary.
- To arrange and supervise appropriate activities under the direction of the Co-ordinator.
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

Dining Hall Duties & Responsibilities:

- To organise dinner queue and entrance of pupils into dining hall and from dining hall to playground: ensuring good behaviour and calm atmosphere. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report incidents to Co-ordinator and/or class teacher as appropriate.
- To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.
- To encourage social skills and good table manners, ensuring safety with knives and forks.
- To clean up spillages of food and to organise clearing cutlery and plates off tables.
- To liaise as necessary with the catering staff who have prepared the meals on site.
- To be a great role model to the pupils.

Playground Duties & Responsibilities:

- Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
- To supervise and control entrance and exit to school premises by pupils during the lunch break.
- To play games with the children helping them to have happy playtimes.

School Premises Duties & Responsibilities:

- To supervise pupils on the school premises in the hall, classrooms and through corridors, when they are not allowed outside because of inclement weather.
- To ensure that, when classrooms are used during the Midday break because of inclement weather, that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
- To check toilet areas regularly to ensure that they are clean and being used appropriately.
- To report any problems to the school office.

Other Duties

- Take part in training appropriate to the job of midday supervisor.
- Take part in any appraisal arrangement made by the school.
- Undertake any other duties consistent with the purpose of the job.