

## **Woodhouse Primary School Job Description**

**Post Title**      Midday Supervisor

**Grade**            Scale 1c (pt 3)

### **Prime Objectives of the Post**

Under the direction of senior staff supervise pupils during the lunchtime period, implementing the behaviour management policy as appropriate. To deliver stimulating activities to enhance the learning of pupils. To ensure the safety and welfare of pupils within the school environment.

**Responsible to:**      Headteacher, Deputy Headteacher, Senior Leadership Team

### **Main Duties and Responsibilities**

1. Supervise pupils throughout the school lunchtime period, both indoors and outdoors.
2. Supervise pupils in the dining hall, guiding them in the correct use of cutlery and table manners and encourage them to eat all their food.
3. In the event of spillage take necessary action immediately to avoid possible accidents.
4. Supervise the clearing and cleaning of tables, encouraging pupils to leave all areas in a tidy condition.
5. Ensure that pupils are behaving appropriately in line with the school's behaviour policy including in the dining room, playground and during wet lunch times.
6. Assist with the unpacking of the lunch delivery from the catering provider, including portioning up and moving hot items into the hot trolley.
7. Assist with the serving of lunches having regard for high standards of hygiene at all times.
8. Assist with the washing of utensils and equipment including storing away safely or stacking for collection by the catering provider.
9. Assist with the general cleaning and tidying of the hall after the food has been served including sweeping the hall floor, cleaning up any spills and washing tables and seat pads.
10. Supervise cloakroom and toilet areas and check handwashing and toileting.
11. Ensure that pupils are appropriately dressed for the weather conditions.
12. Ensure that groups of pupils are directed and escorted to designated areas of school, following the agreed rota system for each year group.
13. Engage with pupils and ensure that they are active in purposeful, positive and co-operative behaviour throughout the lunchtime period.
14. Provide a range of equipment for the use of children and encourage them to learn and participate in new games and activities.
15. Provide stimulating, effective and well-organised activities which engage pupils in constructive play and enhance pupils' learning.
16. Use initiative and interact positively in exchanges with pupils.

17. Ensure children are happy and confident in the playground surroundings.
18. During inclement weather supervise pupils in their classrooms as directed and organise games and tabletop activities.
19. Deal promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
20. Take reasonable precautions whilst in charge of pupils to prevent injuries.
21. In the event of injuries to pupils or sickness ensure that they are dealt with in accordance with the school's policies and administer first aid / complete accident forms as necessary.
22. Report more serious incidents to the Senior Leadership Team for further action if necessary.
23. Challenge and report any stranger on the school site.
24. At the end of lunchtime ensure that pupils are safely lined up ready for teachers to collect them.
25. Display a positive role model for pupils.

**General**

1. Follow the school's safeguarding policies and procedures.
2. Attend meetings as required by the line manager.
3. To take part in any CPD activities appropriate to the role.
4. Be aware and practised in the school evacuation procedures.
5. The postholder's duties must at all times, be carried out in compliance with the school's policies, including the School Development Plan.
6. The postholder will be required to undertake any other professional duties as required by their line manager or the headteacher

Date .....

Signed.....

Post Holder

Date .....

Signed.....

Headteacher