



Midday Supervisor

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description. The post is subject to enhanced DBS clearance.

Job title	Midday Supervisor
Reporting to	Headteacher
Job purpose	<ul style="list-style-type: none">• To manage pupils throughout the lunchtime period, ensuring they are safely occupied during the lunchtime break
Main Duties	<ul style="list-style-type: none">• To follow instructions regarding lunchtime arrangements at School• To organise/supervise support staff and assistants and ensure all operational matters are dealt with accordingly• To promote acceptable standards of behaviour in compliance with laid down procedures• To perform all tasks in a calm and orderly manner, and where required in compliance with the relevant procedures• To liaise with relevant sections of School, providing information as necessary• To be responsible for dealing with accidents and/or problems of discipline during lunchtime• To ensure that Health & Safety requirements are adhered to and appropriate systems and procedures are introduced and maintained• To implement and promote the Trust and the school's policies and procedures relating to all areas of employment and service delivery.
Summary of Tasks	<ul style="list-style-type: none">• Manages and monitors children and pupils of the School/College during lunchtime break, organises some activities• Ensures all Mid-day Supervisor staff are aware of their roles and responsibilities; drawing up work rotas, maintaining records of staff, their attendance and absence• Maintains good order and discipline amongst children and pupils, safeguarding their health and safety• Provides information for recording purposes to the Head teacher, teaching staff, and support staff, e.g. regarding accidents, problems of discipline, etc. Assists children and pupils in their changing (clothes and nappies if required), mobility, feeding escorting to dining area, escorting to classrooms• Liaises with teaching staff regarding provision and safety of lunchtime activities and regarding specific children, e.g., sports coaches, behaviour mentors Undertakes random patrol duties, inside the school or within the grounds, as necessary



Person Specification

	ESSENTIAL	DESIRABLE
Education Principles		<ul style="list-style-type: none"> • Current First Aid qualification
General Experience and Qualifications	<ul style="list-style-type: none"> • The Midday Supervisor should have experience of supervising children. 	<ul style="list-style-type: none"> • In addition, they might have experience of working with children on a voluntary or paid basis.
Professional Knowledge and Experience	<ul style="list-style-type: none"> • The Midday Supervisor should be able to recall the ways in which they have successfully managed children's behaviour. 	<ul style="list-style-type: none"> • In addition, they might also have knowledge and understanding of: <ul style="list-style-type: none"> • child development and social interaction; • the value of constructive play opportunities.
Professional Skills / Abilities	<ul style="list-style-type: none"> • The Midday Supervisor will be able to: <ul style="list-style-type: none"> • talk to children and adults in a clear and calm manner; • work as part of a group and on their own; • encourage high standards of pupil behaviour at all times; • respect confidential information; • initiate games and activities appropriate to the age of the children; • remain calm in a crisis; • undertake appropriate training as required. 	<ul style="list-style-type: none"> • In addition, they might also be able to: <ul style="list-style-type: none"> • recognise behaviour giving cause for concern, and inform teaching staff; • teach play activities to other Midday Supervisors; • examine systems critically, and suggest ways of improving efficiency



Personal Characteristics	<ul style="list-style-type: none">• Enthusiasm, energy and creativity• Good team member• Calm under pressure• Tolerant• Able to communicate well with staff and children.	<ul style="list-style-type: none">• Well-organised• Creative• Resourceful
---------------------------------	---	---

A = Application

R = References

I= Interview