

**Job Description**

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

# POST TITLE: MIDDAY SUPERVISOR – SUPPORT STAFF POST LEVEL: SCALE 1 - 2

**5 hours (Term Time Only)**

**£17,842 to £18,198 pro-rata RESPONSIBLE TO: Executive Headteacher**

**BROAD DESCRIPTION:**

Supervise and ensure the safety and well-being of pupils during the lunchtime period.

Work under the general direction of the Senior Midday Supervisor or other designated person in charge

**Responsibility for others:** The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

**Responsibility for staff:** The post has limited no direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

**Responsibility for budget:** The post has no direct responsibility for financial resources

**Responsibility for physical resources:** The post has limited no direct responsibility for physical resources, other than the handling and careful use of equipment.

# TYPICAL TASKS

* Talk to the children and understand their needs
* Escort children to and from dining room and ensure orderly return to playground or classroom.
* Supervise collection of meals and assist with use of cutlery, teaching good manners
* Assist pupils when returning used plates, trays, cutlery, glasses/beakers and clearing tables
* Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away
* Clean tables, sweep and mop floors
* Supervise toileting and washroom activity
* Supervise classroom and outside activities, encouraging inclusion, fun and safe play
* Teach playground games and activities to ensure children continue to learn at lunchtime
* Attend to minor accidents or to pupils who become ill
* Report to SMDS if accident occurs or if pupil falls ill
* Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy
* Build positive relationships with pupils
* Attend staff training and engage in professional development

# QUALIFICATIONS / TRAINING AND LIKELY ABILITIES

Literacy skills to be able to understand school policies and complete accident book

Be able to understand, comply and work within policies: eg. school behaviour policy, child protection policy, health and safety, confidentiality and other school rules

Be aware of cultural differences

Any other duties that are reasonable and in line with this level of responsibility.