



Reference Number SCH006

Role Title Midday Supervisor

Directorate Childrens Services

Department Schools

Reports to Headteacher

Role Purpose

To ensure the safety, general wellbeing and conduct of pupils during the midday break period and provide assistance to the school catering staff with basic cleaning and general duties in and around dining areas.

Accountabilities

- Supervise pupils in designated areas of the school during the midday break to ensure their safety and general wellbeing. This includes supervising the movement of pupils to and from dining areas, and in the play areas where the role will help encourage positive play and social interaction of pupils.
- Supervise pupils over the midday meal, including assisting pupils requiring help with use of cutlery and crockery, and encouraging pupils to eat their lunch, to ensure they eat an appropriate amount and to promote their independence.
- Help prepare the dining areas, moving furniture as appropriate, so that lunches can be served in an appropriate and safe setting. This may sometimes include assisting in serving meals.
- Clean the dining areas, including clearing spillages, wiping down, clearing or resetting of tables and washing up where needed to maintain hygiene standards.
- Maintain good order in the dining/serving areas and play areas, intervening or making the appropriate referral to senior staff regarding pupil behaviour and conduct, to ensure a safe and positive environment.
- Attend to any sickness or accidents by carrying out minor first aid and summoning relevant assistance to ensure the wellbeing of all pupils.
- Encouraging positive play and social engagement of pupils.
- Where necessary to assist in all aspects of food prep and serving of meals

Knowledge / Skills / Experience required

- Some experience of working with children.
- Basic knowledge of well defined procedure and practices relating to midday supervision.
- Basic first aid knowledge.
- Ability to give instruction and to communicate clearly and with authority to pupils.
- Ability to establish positive expectations of pupil behaviour and be sensitive to pupils' needs.

Dimensions of role

- This role does not have any supervisory or management requirements.

- This role does not manage and direct budgets.
- This is a responsive role meeting the changing needs of the pupils during the midday period.

Notes

Date: 01/02/2021

Aspects of the role that have a material impact on the nature of the job, once all reasonable actions have been taken to moderate or eliminate them:

Working Conditions:

- ☐ The role holder will be standing and walking throughout the midday session, and will lift/move tables and chairs.
- ☐ The role holder will be exposed to the weather and noise, as well as dirt and food mess when clearing spillages.
- ☐ The role holder may need to deal with challenging behaviour from pupils, but will be able to escalate behavioural incidents to senior staff.

Working Arrangements:

- Term time only