

Monksmoor Park CE Primary School
Job Description for Midday Supervisor
Job Reference: 1024
Pay Grade: C Scale Point: 2-3

Core Purpose of the Post:

The priorities in principle for this job are to support and assist the Headteacher by:

Supervising and assisting the children during lunchtime, inside the school and in the playground, to ensure a safe and positive learning environment is maintained and that all children behave in an appropriate manner. This role covers a range of activities to ensure that lunchtimes at school are a safe and effective part of children's education and development.

During the meal, activities include monitoring children to encourage them to eat healthy lunches, helping children who are having difficulties, for example with cutting up food, encouraging good table manners.

After the meal, Lunchtime Supervisors supervise children and lead play in the playground (or in the hall or classroom in wet weather), ensure play is safe, deal with any quarrels, comfort children who are upset and they may deal with and follow procedures for minor injuries such as cuts, grazes and bruises, and they may organise games.

MAIN DUTIES AND RESPONSIBILITIES:

1. Provide a safe environment for children and take responsibility for supervising and assisting children over the lunchtime period. To make decisions to resolve problems and issues that may arise during the lunchtime period.
2. To monitor children in the dining room in order to encourage children to eat healthy, balanced lunches.
3. Address any misbehaviour by children and control children from entering restricted areas or leaving the premises without authorisation to ensure their safety and wellbeing and to manage behaviour using approved sanctions outlined by the school.
4. Set up and clear away tables and benches/chairs in dining areas; clean up any spillages of food and drink, and sweep the floors once they have been cleared, to ensure that the dining areas are ready for children to use when required, and that the floors are kept clean and safe.
5. Ensure there is adequate provision of resources, including play equipment and organised games, to keep children occupied during the lunchtime period and to organise the lunchtime period and coordinate duties with colleagues to ensure an appropriate balance of dining and recreation time for children.

6. Liaise with teaching staff to share information, concerns and issues regarding children to ensure that there is continuity in helping to solve any issues or problems throughout the school.
7. Deal with, record and make appropriate decisions concerning first aid incidents and illness to ensure maximum safety for the children during lunchtime. Check, monitor and resolve health and welfare issues, and where necessary refer these to appropriate members of staff.
8. Organise and decide on procedures and activities in the event of wet weather and to undertake a regular review of successful and unsuccessful sessions to ensure that children are happy and occupied during the lunchtime period.
9. To adhere to the need for confidentiality at all times.

The job requires physical effort when setting up and clearing away the dining room. Tables and chairs are moved in accordance with manual handling procedures.

Playground duty is carried out at all times of the year including during cold and windy conditions. Break times normally take place indoors during wet weather conditions

To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.