

## LIONEL WALDEN PRIMARY SCHOOL

### JOB DESCRIPTION

#### MIDDAY SUPERVISOR

Lionel Walden is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Responsible to: Headteacher/Deputy Headteacher or Midday Co-ordinator

Purpose of the job: To ensure the safety and care of the pupils of the school and to promote their social development during the lunchtime period.

#### **Main Duties and Responsibilities**

To ensure that all safeguarding procedures and policies are adhered to including:-

- Child Protection;
- Health and Safety (including First Aid and Risk Assessments);
- Positive Behaviour Management and Anti-Bullying.

To supervise pupils, during the lunch period, in the dining hall, on the playground and within the school premises, ensuring their safety, welfare, physical and mental well-being.

To monitor the behaviour of pupils, discouraging in a positive way any anti-social behaviour, and reporting any incidents to the Midday Co-ordinator as appropriate.

To ensure the safety and well-being of children, providing emotional support where necessary.

To arrange and supervise appropriate activities under the direction of the Midday Co-ordinator.

To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

#### **Dining Hall**

Before pupils enter the dining hall, to ensure those pupils have visited the toilet and washed their hands where appropriate.

To organise the dinner queue and entrance of pupils into the dining hall and from the dining hall to the playground, ensuring good behaviour and a calm atmosphere. To deal

with any misbehaviour that may occur in accordance with the school's Behaviour Policy. Report, as appropriate, incidents to the Midday Co-ordinator.

To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water, etc. where necessary.

To encourage social skills and good table manners, ensuring safety with knives and forks.

To clean up spillages of food and to organise clearing cutlery and crockery off tables.

### **Playground**

Where appropriate, to collect pupils from the classroom ensuring that they are adequately dressed for the weather conditions.

To supervise and control entrance and exit to school premises by pupils during lunch break.

To circulate individually around the playground area (and field if in use) scanning children and intervening, where appropriate, to promote safety and good order.

### **School Premises**

To supervise pupils on the school premises in the hall, classrooms, and through corridors, when they are not allowed outside because of inclement weather.

To ensure that, when classrooms are used during the Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.

To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Midday Co-ordinator.

To take part in training appropriate to the job of Midday Supervisor. To take part in any appraisal arrangement made by the school. To undertake any other duties consistent with the purpose of the job.

### **General**

The ability to converse with all adults and children and provide advice and information in accurate spoken English is essential for the post.

To support at school events such as Sports Afternoon, Summer Fair (evening) and Breakfast with Santa (Saturday).