



## Job Description – Midday Supervisor

<b>Job Title:</b>	Midday Supervisor
<b>Grade:</b>	Scale 1 point 6
<b>Department:</b>	Children's Services
<b>Location:</b>	St. Margaret's CE Primary School, Barking, Essex
<b>Line Manager:</b>	Senior Midday Supervisor / Headteacher

### Purpose of the Job

To monitor the safety and welfare of children during the lunch time break

### Context

The role holder is required to oversee the safety and welfare of children during their lunch time period. As such, the role holder will work largely unsupervised but complying to strict guidelines and procedures.

### Main Responsibilities

- Inform teacher / Headteacher of any serious incidents that need further follow – up.
- Where necessary / appropriate place packed lunch trolleys in corridors
- Ensure children line up safely and sensibly outside the dining hall.
- Ensure children enter the dining hall in quiet, orderly manner, are seated quickly and remain seated while eating.
- Encourage good table manners and correct use of cutlery
- Maintain acceptable behaviour and noise levels
- Monitor disposal of waste food and dirty crockery and cutlery
- Wipe table and deal with spillages

### Play Ground

- Patrol playground, fences and gates – reporting any suspicious activities and/or children suspiciously entering and leaving the School grounds immediately to the duty teacher
- Monitor safe play, encourage and assist with playground games
- To recognise and be alert to potential problems, and intervene or distract children before it escalates
- Calmly deal with unacceptable behaviour, consistently and fairly according to agreed policies

### Wet Lunchtime Supervision

- Supervise children indoors / in classrooms and escort them to lunch
- Where applicable, ensure classroom is tidy for the start of afternoon school
- Assist with and encourage safe indoor games / activities

### **General Accountabilities and Responsibilities**

1. Ensure compliance with appropriate legislation, School and Council Policies, Standing Orders, Financial Regulations and other requirements of the Council.
2. Undertake a proactive, committed approach towards the School's Best Value ethos.
3. Ensure compliance with and actively promote the School and the Council's Equalities and Diversity policies and strategies.
4. Ensure compliance with and actively promote Health and Safety at work legislation, School and Council H&S policies and procedures.
5. Comply with the competencies and standard requisites agreed by the School as relevant to the post.
6. Comply with the Data Protection Act 1990 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired.)
7. Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.