

CHILTON PRIMARY SCHOOL

JOB DESCRIPTION: MIDDAY SUPERVISOR (MDSA)

Grade: 2, Point 3

Responsible to: Headteacher

PURPOSE OF THE JOB

To ensure the security, safety, wellbeing, and care of pupils during the lunchtime period, while promoting their social, emotional, and physical development.

MAIN DUTIES AND RESPONSIBILITIES

- Supervise pupils during lunch in the dining hall, playground, and school premises, ensuring safety, welfare, and discipline.
- Report to the Senior Midday Supervisor at the start of the lunch period and receive instructions.
- Monitor pupil behaviour, discourage anti-social behaviour positively, and report incidents as needed.
- Ensure children's safety and wellbeing, providing emotional support when necessary.
- Arrange and supervise play and physical activities under the direction of the Senior Midday Supervisor.
- Ensure injuries or accidents are handled according to school procedures.
- Follow safeguarding and confidentiality policies.

DINING HALL RESPONSIBILITIES

- Ensure pupils have used the toilet and washed hands before entering the dining hall.
- Organise dinner queue and ensure calm, orderly entrance and exit.
- Promote good behaviour and address issues calmly, acting as a role model.
- Encourage all pupils to eat, assist with food handling as needed.
- Promote social skills and table manners, ensuring safety with utensils.
- Clean up food and drink spillages.

PLAYGROUND RESPONSIBILITIES

- Collect pupils from classrooms and ensure appropriate dress for weather.
- Supervise entrance and exit during lunch break, maintaining order.
- Monitor for strangers and report concerns.

SCHOOL PREMISES RESPONSIBILITIES

- Supervise pupils indoors during lunch and ensure good behaviour.
- Ensure classrooms used during lunch are left tidy.
- Check toilet areas regularly and report issues.
- Participate in relevant training and appraisal processes.
- Undertake other duties consistent with the job purpose.

ADDITIONAL RESPONSIBILITIES

- Administer first aid to pupils, staff, and visitors during lunch, keeping records and liaising with front office staff.
- Support pupils with Special Educational Needs & Disabilities indoors and on the playground, with guidance from the SENCo.