Job Description – Midday Supervisor

Hours of work: Term time - Monday-Friday
Approximately 1 hour 30 minutes daily and additional meeting and training time.

Key responsibilities: To oversee agreed lunch time arrangements for children in Foundation Stage, KS1, KS2 or the hall:

1. To keep children safe;
2. To promote children's learning in social situations;
3. To support the behaviour policy and promote good behaviour throughout the school;
4. To administer first aid as necessary;
5. To promote the efficient running of lunchtimes;
6. To report any lunchtime problems to the team leader.

Activities which fulfil the above responsibilities:

- Have read and know the relevant procedures outlined in the Child Protection Policy;
- Have read and know the relevant procedures outlined in the Acceptable Use Policy;
- Have an adult witness available if you need to change a soiled or wet child;
- Know the rules for playtimes and apply them consistently;
- Monitor children's play and report any incidents of bullying;
- Ensure class teachers are informed of any head bumps or any children sent home during the lunchtime;
- Ensure that the Headteacher or Deputy Headteacher are consulted in the event that a parent needs to be contacted;
- Help the kitchen staff set up the hall for lunch;
- Supervise children eating their meals;
- Ensure that no child leaves their seat with food in their mouth;
- Encourage children to eat their meals;
- Encourage good table manners;
- Whilst there are children finishing their lunch, help to wipe tables and start to clear the hall;
- Ensure you know the first aid procedures at the school and are available to help;
- Any other task which is reasonable and promotes the ethos of the school.