



THORPEDENE PRIMARY SCHOOL

JOB DESCRIPTION

Job Title:	Midday Supervisor
Reports To:	Senior Leadership Team
Hours:	11:00am – 2:00pm
Pay Scale:	Level 5, SCP 8-12

Main Purposes of the Job

The Midday Supervisor has a very important role within the school and the contribution they make to the management of the school, and the care and welfare of the children, is valued very highly. Children who are happy and well cared for at lunch time start the afternoons refreshed, happy and ready to learn. The purpose of the role is to oversee the care, safety, welfare and supervision of children during the lunch break, in the playground, dining and other areas, ensuring that the whole lunchtime experience is positive for the children. They will ensure the smooth running of our new lunches (nourish) and ensure the MDA team are working efficiently. The Midday Supervisor will lead a team of midday assistants, ensuring the safety, welfare and good conduct of pupils during the midday break, in accordance with school policy under the direction of the Headteacher. They will organise and supervise a team of midday assistants to ensure the safety, welfare and good conduct of pupils during the lunchtime period.

Responsibilities and Roles

1. To supervise and line manage the midday assistants (MDA's).
2. To support all children and school staff.
3. To ensure the smooth running of lunches through timetables and rotas.
4. To supervise the children at all times during lunchtime on the school premises.
5. Ensure that the children are behaving appropriately in line with the schools' Behaviour Policy at all times, including the dining room, playground and during wet lunchtimes.
6. To engage with the children and ensure that they are active in purposeful and co-operative behaviour throughout the lunchtime period.
7. Ensure with other team members that a good, changing and varied supply of play materials and equipment are sourced, maintained and stored. Report any worn, missing or damaged materials to the Line Manager.
8. To ensure that, when classrooms are used during breaktime they are left tidy and ready for lessons.
9. To ensure that children are adequately dressed for the weather conditions.

10. Work as part of a team to initiate and develop a range of inclusive and stimulating indoor and outdoor play opportunities (including in wet weather) for all children and to participate in the delivery of these play opportunities as required.
11. To follow the schools' policy and procedures on child protection.
12. In the event of any injuries or sickness making sure they are dealt with according to the school's policy.
13. To engage with the children and ensure that they are active in purposeful, positive and co-operative behaviour throughout the lunchtime period.
14. Inform the appropriate member of staff in regard to behaviour at lunchtimes, this includes positive and negative behaviours.
15. Keep the appropriate person informed of any information that may relate to a child's health and safety.
16. To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
17. In the event of any injuries, deal immediately with the situation referring to the appropriate person and following the school's policy and procedure.
18. Ensure that you are a strong, positive role model for the children and other staff.
19. To ensure that confidential information relating to pupils and the school is respected by the Midday team.
20. To assist in the recruitment process for new Midday staff.
21. To induct new staff.
22. To be responsible for the safe return of all pupils to the care of the teachers at the end of the midday break.
23. To supervise the clearance of the dining area, ensuring furniture and floors are clear of spillages etc.
24. To set up the dining halls before the lunch break and to clear away at the end.
25. To adhere to all the school's policies and SECAT policy.
26. To participate in any appraisal arrangement made by the school.
27. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
28. To attend and participate in the regular training or meeting as required.

Professional knowledge and understanding essential - GCSE Maths and English A to C or equivalent.	
Understanding of the different needs of child, including emotional and social needs.	
A knowledge and understanding of child protection/safeguarding issues.	
Be flexible and adaptable and able to act on initiative.	
Excellent communication skills with the ability to make good relationships with children and staff.	
Experience of working with children and be able to support and supervise them in a calm, caring and positive manner.	
Be able to establish firm and consistent boundaries in relation to children's behaviour.	
The ability to work well with colleagues as part of a team.	
Ability to plan and organize and to manage workload effectively. Genuine passion and a belief in the potential of every child.	
The ability to show a commitment to the inclusion of all children and an understanding of and commitment to equality of opportunity.	
Experience of working with children in play/recreational situations.	
Ability to maintain strict confidentiality in all matters.	
Able to communicate effectively, both written and verbally.	
Be self-motivated and well organised to manage varied workloads.	
Have the ability to build and maintain effective working relationships with a wide variety of people.	
To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school.	

Signed by (Post holder)

Signed by (Headteacher)