



Job Description: Midday Supervisor

Brewster Avenue Infant and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Responsible to: Headteacher

Purpose of the Job: To ensure the security and care of the pupils of the school and to promote their social development during the lunch time period

Main duties and responsibilities:

1. To supervise pupils, during the lunch period, in the dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline
2. To report to the HLTA at the beginning of the lunch period and receive any instructions with regard to duties
3. To monitor the behaviour of pupils discouraging, *in a positive way*, any anti-social behaviour and reporting any incidents to the HLTA as appropriate
4. To ensure the safety and well being of children, providing emotional support where necessary
5. To arrange and supervise appropriate activities under the direction of the HLTA and play-leader
6. 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

7. Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate
8. 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.
9. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy and report, as appropriate, incidents to the HLTA
10. To encourage all pupils to eat, but especially those with special needs or disabilities and to assist children with cutting up food, pouring of water etc where necessary
11. To encourage social skills and good table manners, ensuring safety with knives and forks



12. To clean up spillages of food and to organise clearing cutlery, cups and trays off tables
13. To put dining tables away, using the correct procedure, when all children have finished their lunch

Playground

14. Where appropriate, to collect pupils from the classroom ensuring that they are adequately dressed for the weather conditions
15. To supervise and control the entrance and exit to the school premise by pupils during the lunch break and to check on any strangers who may enter the school grounds and report any concerns to the headteacher
16. To ensure that pupils who leave the school site have permission to do so

School Premises

17. To supervise pupils on the school premises in the hall, classrooms and through corridors, when they are not allowed outside because of inclement weather
18. 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
19. To check toilet areas regularly to ensure that they are clean and being used appropriately and report any problems to the HLTA
20. To take part in training appropriate to the job of midday supervisor, to take part in any appraisal arrangement made by the school

Safeguarding Children

- To be committed to safeguarding and promoting the welfare of all children and young people as required under the Education Act 2011
- To adhere to all the policies and procedures adopted by the Governing Body

To undertake any other duties consistent with the purpose of the job.