

**Grangefield Primary School**  
**Midday Supervisor Job Description Grade 3.**

**Post Title:** Midday Supervisor

**Responsible to:** Deputy Headteacher

**Purpose of the Job:** To ensure the safety and well-being, and care of the pupils of the school and to promote their social, emotional and physical development during the lunch time period.

**Main Duties and Responsibilities:**

- To supervise pupils, during the lunch period, in 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.
- To monitor the behaviour of pupils and apply the school behaviour policy to encourage positive behaviour and relationships during play, reporting any incidences as appropriate.
- To ensure the safety and well-being of children, providing emotional support where necessary.
- To arrange and supervise appropriate play, physical activities and games.
- To ensure that all pupils who suffer any injury, accident or sickness are dealt with appropriately in accordance with the school's agreed first aid procedures.
- To adhere to the schools safeguarding policy and report any concerns to a designated safeguarding lead.
- To take part in training appropriate to the job of midday supervisor.
- To take part in any appraisal arrangement made by the school.
- To undertake any other duties consistent with the purpose of the job.
- To uphold confidentiality with reference to school issues and individual children at all times

**Dining Hall**

- To assist with setting up the dining hall – moving tables and chairs, putting out water glasses.
- Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands.
- To organise the dinner queue and ensure calm and orderly entrance of pupils into dining hall and from dining hall to playground:
  - promoting and ensuring good behaviour and calm atmosphere
  - dealing with any misbehaviour that may occur in accordance with the school's behaviour policy.
  - addressing issues calmly and politely and in doing so being a role model to the children
- To encourage all pupils to eat but especially those with special needs or disabilities, and to assist children with cutting up food, opening tubs, pouring water etc. where appropriate to e.g. age of child, needs of child, as necessary.
- To encourage social skills and good table manners.
- To clean up spillages of food, wiping tables on completion of meals and folding tables, putting them away after use.

**Playground**

- Ensure that children are adequately dressed for the weather conditions.
- To supervise and control entrance and exit by pupils during the lunch break to school premises and ensure calm orderly conduct in accordance with the school's high expectations.
- To check on any strangers who may enter or approach the school grounds and report any concerns to the Headteacher or another designated safeguarding lead.

This job description sets out the main duties of the post at the date when drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.