**ETWALL PRIMARY SCHOOL**

**MIDDAY SUPERVISOR: JOB DESCRIPTION**

The main areas of work responsibility will be the playground and field areas where the children will play their own games and also those organised through and by the Play Leader, A high standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant experience for all concerned. The midday Supervisor must act as a responsible caring adult with the health,

safety, welfare of the children always in mind, must show conduct which commands respect and must see that the children behave at all times sensibly and quietly. The Play Leader may be called on to support other MDS staff and these duties are also included in the job description (only if MDS staff are absent and it is specifically asked of the Play Leader).

The Midday Supervisor must be aware of how to get access to the first aid equipment and to the telephone, and of the fire evacuation procedures in the event of it not being possible to contact the Senior Midday Supervisor, Headteacher or Deputy Headteacher.

To support and contribute to the school’s responsibility for safeguarding children. The duties and responsibilities of the Midday Supervisor are as allocated by the Headteacher and will include the following:

Mid-Day supervisor is responsible to the Headteacher and Senior Midday Supervisor for the supervision of children age 4-11 years throughout the mid-day break and for five minutes before and after break.

**DUTIES AND RESPONSIBILITIES**: **SUPERVISION OF DINING AREAS (as required)**

* Supervising KS1 toilet arrangements as required before and after their meal.
* Collecting children and escorting them to the dining area.
* Control queues in the dining area
* See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
* See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan, and brush is readily accessible.
* To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
* Encourage the pupils to leave the table clean.
* Ensure the dining areas are left clean and tidy.
* Supervise lunchtime pupil helpers in the hall
* To ensure high standards of behaviour and manners are maintained.

**DUTIES AND RESPONSIBILITIES**: **SUPERVISION OF PLAY AREAS**

* To coordinate the games organised by upper KS2 children (Play Leaders) and support the children as appropriate.
* To organise active lunches for children by directing them to lunchtime clubs, play leader activity and by organising games and activities for groups of children to join in.
* To ensure that lunch time equip0ment is looked after and stored at the end of lunch time.
* To liaise with Senior MDS and office staff in ordering new equipment as required.
* Supervision of all areas both inside and outside, where pupils play during lunchtime.
* To support the school policy on positive behaviour and discipline and to promote a caring, supportive environment.
* To ensure high standards of behaviour and manners are maintained.
* Encourage co-operative play and initiate / organise games or activities which promote healthy and active lifestyles. Regularly rotate these activities.
* Arrange your supervision so you move around amongst the children within the area you are covering.
* Promote the inclusion of all pupils.

**DUTIES AND RESPONSIBILITIES**: **TRAINING**

* Participate in appropriate school based meetings and training activities, especially relating to promoting active lunch time in school.
* Review and develop own professional practice by attending relevant courses and provide feedback to colleagues.

**DUTIES AND RESPONSIBILITIES**: **GENERAL (as required)**

* Responsibility to the Headteacher for the supervision of children throughout the mid-day break (i.e. the interval between the close of morning school and recommencement of school in the afternoon)
* Deal with any immediate problems or emergencies in accordance with the school’s policies and procedures.
* Report to the Headteacher/member of staff in charge or Senior Midday Supervisor any accidents or matters that need to be bought to their attention.
* Understand and comply with the Health and Safety, Promoting Positive Behaviour, Equal Opportunities and all school policies in the performance of duties of this post.
* To understand and comply with the school’s and local authority child Protection policy and guidelines.
* Ensure all pupils return to their classroom at the end of lunchtime.
* To respect the confidentiality of sensitive information divulged by staff, parents/carers and pupils.
* Provide comfort and immediate care in case of minor accidents, and report serious incidents to the appropriate person for action.
* Contribute to the overall ethos, aims and work of the school.
* Maintain confidentiality at all times and to observe Data Protection guidelines.
* Carrying out any other instructions given by the Headteacher that may reasonably be regarded as within the nature of the duties and responsibilities of the post.