

Job Description for Mid-Day Supervisors

Bucks Pay range 1

Mid-Day Supervisors are appointed to ensure a positive lunchtime experience together with safe supervision of the children during the lunch time period while they have their lunch and play-time. They report directly to the Head Teacher any concerns or difficulties identified.

They will support the school by:

- Maintaining a professional attitude and demeanour, and respecting confidentiality at all times.
- Supporting the school policies relating to managing diversity and inclusion, promoting positive attitudes, values and behaviour.
- Maintaining successful relationships by treating pupils consistently with respect and consideration.
- Understanding and implementing all relevant school policies and procedures, including Health and Safety policies.
- Carrying out any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Whole Team Duties:

- To ensure that the dining area is ready for the start of lunch with tables and benches arranged accordingly.
- To work together to offer a coherent and consistent experience for the children following the school behaviour expectations and policy.
- To report behaviour incidents and actions taken to the class teachers at the end of lunchtime; and to refer any serious mis-behaviour to the Head Teacher.
- To tend to any children who are sick or hurt, ensuring that they receive appropriate first aid and attention; all such incidents must be recorded in the accident book and slips given to the child as appropriate. Serious incidents should be referred to the Head Teacher or a member of the teaching staff if the Head Teacher is unavailable.

Indoor working specific responsibilities:

- To lay out cutlery and water for pupils having hot lunch.
- To provide effective supervision of the children within the dining area.
- To assist the children during the lunch sitting as required, e.g. helping with serving and clearing, opening packaging, flasks etc.' replenishing water as the children request it.
- To check lunch boxes prior to the children leaving the dining area to ensure that the children have made a reasonable effort to eat their lunch; and to remove and empty any unfinished cartons of drink.
- To maintain the cleanliness of the dining area by cleaning up spills.
- To clear away, clean tables, and sweep the floor after the second sitting.
- To be present in the children's play areas by 1:15pm following second sitting, to ensure safe and positive play.

Outdoor working specific responsibilities:

- To ensure the safety of the children during outdoor play by individually patrolling the outdoor area, diffusing any potential situations and listening to the children who may be finding it difficult to play appropriately.
- To be aware of any adults loitering outside the school perimeter and reporting any concerns to the Head Teacher.

- To promote and enable positive play, leading by example.
- To follow the agreed rota of lunchtime activities.
- To ensure that the lunch-time toys are used appropriately and returned tidily to the store at 1:15pm.
- To ensure that the children proceed to the canteen sensibly when called, and go back into school quietly at the end of lunch time.
- Different duties will be required if it is an indoor lunchtime because of bad weather.

All mid-day supervisors will demonstrate professional behaviour by:

- Ensuring that any personal activities take place outside of the agreed shift hours.
- Remaining with the children during duty times unless in case of emergency for a child.
- Not using mobile devices whilst on duty.
- Dressing in an appropriate professional manner with consideration for the weather and duty.
- Working collaboratively with colleagues and communicating clearly.

All mid-day supervisors will support their personal development by:

- Seeking help and advice as appropriate.
- Attending First Aid training as required.
- Undertaking further training as appropriate.
- Seeking to improve practice by observation and discussion with colleagues.