



JOB DESCRIPTION

JOB TITLE	MIDDAY SUPERVISOR
SCHOOL	KINGSBURY SCHOOL
HOURS	5 Hours per week. TTO

JOB PURPOSE:

To supervise students during the lunch time period

MAIN DUTIES AND RESPONSIBILITIES:

- The main areas of work responsibility will be the dining areas and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the lunch period which should be a pleasant experience for all concerned.
- The Lunchtime Supervisor must act as a responsible caring adult with the health, safety and 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 Lunchtime Supervisor must be aware of how to get access to 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 Leadership Team.
- To support and contribute to the school's responsibility for safeguarding children.

DUTIES AND RESPONSIBILITIES – SUPERVISION OF DINING AREAS

- Control queues to dining areas.
- 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.
- Clear all dining areas of pupils every day by the end of each lunch sitting.



DUTIES AND RESPONSIBILITIES – SUPERVISION OF OUTSIDE AREAS

- Arrange your supervision so you move around amongst the children within the area you are covering.
- Ensure acceptable standards of behaviour are maintained.
- Keep children safe and try to prevent them hurting themselves.
- Once lunch has been eaten engage with the children in activities which promote healthy and active lifestyles.
- Promote the inclusion of all pupils.

DUTIES AND RESPONSIBILITIES - TRAINING

- Participate in appropriate school based meetings and training activities.
- Review and develop own professional practice by attending relevant courses and provide feedback to colleagues.

DUTIES AND RESPONSIBILITIES - GENERAL

- Responsibility to the Headteacher for the supervision of children throughout the lunchtime period.
- Respect the confidentiality of sensitive information divulged by staff, parents/carers and pupils.
- Contribute to the overall ethos, aims and work of the school.
- Understand and comply with the school's Safeguarding Policy and guidelines.
- **Maintain confidentiality at all times** and observe Data Protection guidelines.
- To be accountable for promoting and safeguarding the welfare of children responsible for, or who in contact with.

INTERACTION WITH TEACHING STAFF

Report any concerns raised by Teaching and Support staff to the Senior Leadership Team

ADDITIONAL INFORMATION:

This job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.

Training will be provided on a variety of techniques if necessary

Kingsbury School is a non-smoking site

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN:

The Trust is committed to safeguarding and promoting the welfare of children in the school. We expect all staff at the school, including teaching, support, temporary, casual, supply and volunteers to share this commitment.



All staff involved with children (teaching and non-teaching) have a responsibility to be mindful of issues related to children’s safety and welfare and a duty to report and refer any concerns.

All staff will attend regular safeguarding training.

This post is subject to enhanced clearance by the Disclosure and Barring Service

Postholder reports to : Senior Administration Lead

Postholder : (name)
Post Reviewed : (date)
Reviewed by : (names)
Reason : (SDR/Vacancy)