

## **JOB DESCRIPTION FOR A MIDDAY SUPERVISOR**

*This job description will be reviewed annually and may be amended at any time following discussion between the Head Teacher and member of staff.*

*To assist the Head Teacher with the supervision of children before, during and after the midday meal.*

### **Role Overview:**

*As a Lunchtime Supervisor you will play a crucial role in ensuring that lunch periods are safe, enjoyable, and well-organized for children. You will supervise children during lunchtime, ensuring they follow school rules and have a positive social experience.*

### **Main Activities:**

- *Supervise and support children during lunchtime, ensuring their safety and wellbeing*
- *Supervision of washing children's hands, escorting children to and from the dining room, supervision in the dining room and supervision in the school or playground.*
- *Encourage positive social interactions and resolve any disputes or issues that arise.*
- *Lead play and games with children individually or in groups.*
- *Ensure that children adhere to school rules and promote good behaviour.*
- *Provide assistance to children with special needs if required.*
- *Communicate effectively with school staff to report any concerns or incidents.*

*The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Head Teacher.*

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	N/A
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• <i>Understands what safe and sensible play looks like</i></li> <li>• <i>Know how to support and encourage positive play activities appropriate to the</i></li> <li>• <i>children's age</i></li> <li>• <i>Gives clear instructions to the children</i></li> <li>• <i>Can deal with awkward playground situations involving injury, aggression,</i></li> <li>• <i>upset children, etc</i></li> <li>• <i>Patience and the ability to stay calm</i></li> <li>• <i>Good communication skills</i></li> <li>• <i>The ability to work as part of a team</i></li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• <i>Enjoyment of working with children</i></li> <li>• <i>Sensitivity and understanding, to help build good relationships with pupils</i></li> <li>• <i>A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school</i></li> <li>• <i>Commitment to maintaining confidentiality at all times</i></li> <li>• <i>Commitment to safeguarding pupil's wellbeing and equality</i></li> <li>• <i>Resilient, positive, forward looking and enthusiastic about making a difference</i></li> </ul>