

**Job Title:** Midday Supervisor  
**Reports to:** Assistant Headteacher and Headteacher  
**Hours:** As agreed

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### **Role Overview**

As a Midday Supervisor, you will work as part of a team to ensure the safety, welfare, and well-being of pupils during the midday break. This includes supervising pupils in the school premises, playground, and dining areas as per the Headteacher's instructions.

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### **Key Responsibilities**

#### **1. Principal Accountabilities**

- Assist in setting up and cleaning the dining hall, including unstacking/storing tables and chairs and ensuring the area is tidy.
- Deal with spills, accidents, or misbehaviour appropriately and report incidents to the Assistant Headteacher.
- MDS will then sweep and clean the hall and clear away all the remaining food and rubbish.

#### **Supervision of Pupils in the Dining Hall**

- **Support with Hygiene:** Assist and supervise pupils with hygiene needs (e.g., washing hands, toileting, or changing clothing) as needed and in line with school policy before they enter the dining area.
- **Managing Entry and Exit:** Organise the dinner queue, supervise pupils entering and leaving the dining hall, and ensure a calm, orderly atmosphere.
- **Behaviour Management:** Address bullying, fighting, or unruly behaviour by intervening or seeking assistance, reporting incidents to the Assistant Headteacher as appropriate.
- **Seating Arrangements:** Direct pupils to seats, manage seating plans, and separate pupils if necessary to maintain order.
- **Mealtime Support:** Supervise pupils during meals, encourage good table manners, and assist with eating if needed.  
Encourage all pupils, including those with packed lunches, to eat their meals, paying special attention to those with special needs, disabilities, or medical dietary requirements. Help with tasks like cutting food or pouring drinks if required.
- **Promoting Social Skills:** Encourage good table manners, social interaction, and safe use of cutlery.
- **Tidying Up:** Ensure pupils clear their tables appropriately and assist in cleaning up spillages. Hazardous spills must be addressed promptly and safely.
- **Accident Response:** Manage bodily spills in line with infection control procedures and direct pupils to the First Aider if needed.
- **Collaborative Discipline:** Work with other supervisors and teachers to maintain order and discipline in the dining area, adhering to the school's Good Behaviour Policy.

## **2. Playground Supervision**

- Supervise pupils during outdoor play, ensuring their safety and encouraging positive and inclusive play activities.
- Organise and actively encourage participation in playground games to foster teamwork and engagement.
- Prevent bullying, promote kindness, and resolve conflicts as they arise.
- During inclement weather, supervise indoor activities, supporting children in playing cooperatively and kindly together.

## **3. Pupil Welfare**

- Monitor pupil hygiene before and after meals, assisting where required.
- Handle minor injuries or accidents when required.
- Check toilet areas regularly for cleanliness and ensure they are used appropriately.

## **4. School Security**

- Monitor school entrances during lunch breaks to ensure pupils remain safe on the premises.
- Report any suspicious activity or unauthorised visitors.

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## **General Duties**

- Support the school's policies, including the behaviour and child protection policies.
- Maintain a safe, respectful, and inclusive environment for all pupils.
- Perform any additional reasonable duties as required.

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## **Conditions of Employment**

This role is subject to the terms outlined in the Contract of Employment and compliance with school policies and procedures.

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## **Acknowledgment**

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Headteacher Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

