



Job Description: Midday Supervisor

School	St Anne's C of E Primary School (Godmanchester)
Job Title	Midday Supervisor
Grade/Pay	Grade 3
Hours of Work	Hours: 11.45am-1.00pm (Monday to Friday, term time only)
Reports to	Headteacher/Assistant Headteacher/School Business Manager
Liaison with	Headteacher, Assistant Headteacher, SENDCo, Designated Safeguarding Leads (DSL), teaching staff, kitchen staff, Business Manager
Job Purpose	To supervise pupils during the midday break, ensuring their safety, welfare and well-being, and promoting positive behaviour in line with the school's policies and ethos. To support the smooth operation of lunchtime arrangements and contribute to a safe, inclusive and orderly environment, including assisting kitchen staff with clearing and resetting the dining area.
Duties	<p>Pupil Supervision and Welfare</p> <ul style="list-style-type: none"> • Supervise pupils in the dining hall, playground and other school premises during the lunch period. • Promote and maintain good order and behaviour in accordance with the school's Behaviour Policy. • Provide emotional support where necessary and foster positive play and social interaction. • Encourage good table manners and safe use of cutlery. • Support pupils, including those with special educational needs or disabilities, with eating, cutting food and pouring drinks where required. • Ensure pupils wash hands before eating where appropriate. • When necessary, supervise pupils indoors, ensuring they are safely and quietly occupied. • Regularly check toilet areas to ensure they are clean and being used appropriately. <p>Health, Safety and Safeguarding</p> <ul style="list-style-type: none"> • Ensure the safety and well-being of all pupils at all times. • Respond appropriately to accidents and incidents in line with school procedures. • Complete first aid records accurately and ensure slips are handed to the relevant class teacher or designated staff member at the end of lunchtime.

	<ul style="list-style-type: none"> • Monitor site security during the lunch period, challenge/report unknown visitors in line with school procedures and report concerns immediately to the Headteacher or DSL. • Ensure pupils leaving the site have appropriate permission. • Undertake safeguarding and child protection training, including annual updates, in line with statutory requirements. Follow the school’s Behaviour Policy and Lunchtime Supervision Policy. • Be vigilant and proactive in identifying and reporting safeguarding concerns to the DSL or Deputy DSL. • Maintain appropriate professional boundaries and confidentiality. <p>Organisation and Operational Support</p> <ul style="list-style-type: none"> • Report to the Headteacher or SENDCo at the beginning of each lunch period for any relevant updates. • Organise dinner queues and supervise pupils entering and leaving the dining hall to ensure a calm and orderly environment. • Clean minor spillages and ensure tables are cleared appropriately. • At the end of the lunch period, support kitchen staff with clearing, packing away equipment, and resetting the dining hall and kitchen areas as required to prepare for the next school day. • Ensure classrooms used during lunchtime are left tidy and ready for afternoon learning.
<p>General</p>	<p>General Responsibilities</p> <ul style="list-style-type: none"> • Participate in appraisal and performance development arrangements. • Attend relevant meetings and training appropriate to the role. • Support and promote equality, diversity and inclusion. • Contribute positively to the ethos, values and aims of the school. • Work collaboratively with colleagues and external professionals. • Undertake other duties commensurate with the grade and nature of the post. <p>Flexibility Clause</p> <p>The post holder may be required to undertake other duties appropriate to the grade and responsibility of the post, as reasonably required by the Headteacher.</p> <p>Variation Clause</p> <p>This job description reflects the duties of the post at the time of writing. The school reserves the right to review and amend the content of the job description following consultation to ensure it remains consistent with the needs of the school.</p>