

ALL SAINTS' CHURCH OF ENGLAND PRIMARY SCHOOL

Dogsthorpe Road, Peterborough PE1 3PW Telephone: 01733 563688

Headteacher: Mr N Brompton

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Loving to learn, learning to love



JOB DESCRIPTION

Job Title: Midday Supervisor

Grade: 3

Purpose of Job: To ensure the security and care of the pupils of the school and to promote their social development during the lunch time period.

Main Responsibilities

1. To supervise pupils, during the lunch period, in the dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
2. To monitor the behaviour of pupils, discouraging in a positive way any anti-social behaviour, and reporting any incidents to the teacher on duty.
3. To ensure the safety and wellbeing of pupils, providing emotional support where necessary.
4. To ensure and supervise appropriate activities under the direction of the teacher on duty
5. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures

Dining Hall

6. Before pupils enter the dining hall, ensure that pupils have visited the toilet and washed their hands.
7. To organise the dinner queue and entrance of pupils into the hall, and from the hall to the playground: ensuring good behaviour and calm atmosphere. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report, as appropriate, incidents to the teacher on duty.
8. To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.
9. To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.
10. To encourage social skills and good tables manners, ensuring safety with knives and forks.
11. To clean up any spillage of food, and to organise the clearing of cutlery and crockery off tables.
12. To help, when necessary to put the tables away.



Playground

13. Where appropriate, to collect pupils from the classroom ensuring that they are adequately dressed for the weather conditions.

14. Check on any strangers who may enter the school grounds and report any concerns to teacher on duty.

15. Ensure the pupils have a playful and fun lunchtime.

School Premises

16. To supervise pupils on the school premises in the hall, classrooms, and through corridors, when they are not allowed outside because of bad weather.

17. To ensure that when classrooms are used during the midday break because of bad weather that the pupils are quietly occupied and that the classroom is left tidy, ready for afternoon school.

18. To check toilet areas regularly, to ensure that they are clean and being used appropriately and report any problems to the teacher on duty.

19. To:

- take part in training appropriate to the job of midday supervisor.
- take part in any appraisal arrangements made by the school.
- undertake any other duties consistent with the purpose of the job.

Signed..... Date.....

Signed..... Date.....
Headteacher