

## Job Description for Aspire Grade 1 Midday Supervisor

**Job title: Midday Supervisor**

**Reports to: Academy Business Manager, Headteacher and Local Governing Body**

**Start Date: As soon as possible**

**Academy: East Bridgford St Peter's CofE Academy**

**Salary (starting grade and scale): Grade 1 point 3**

**Working Hours: Approx 1.5 hours per day (11.45am – 1.15pm TBC), term time only.**

### 1.0 Job Purpose

#### **Job Purpose**

A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the lunchtime break runs effectively and that the safety and welfare of pupils is maintained. To assist in the supervision of children both in the dining area and in play areas internally and externally to ensure the orderly conduct, welfare and safety of pupils during the breakfast & after school club and school lunch breaks

They may also be required to undertake any of the duties reasonably delegated from their line manager/ head teacher.

### 2.0 Qualities

A midday supervisor plays a key role in ensuring that lunchtime at schools or similar settings runs smoothly, safely, and positively. Essential qualities for this role include:

#### 1. Strong Communication Skills

- Ability to give clear instructions to children and staff.
- Active listening to address children's concerns or conflicts effectively.
- Professional communication with teachers, parents, or senior staff if needed.

#### 2. Patience and Empathy

- Understanding children's needs and emotions, especially when they are upset or struggling.
- Remaining calm and composed in challenging or stressful situations.

#### 3. Supervisory and Observational Skills

- Vigilance to monitor large groups of children to ensure their safety and wellbeing.
- Quick reaction to potential safety hazards or inappropriate behaviour.

#### 4. Conflict Resolution Skills

- Handling disagreements or bullying incidents in a fair and balanced way.
- Encouraging children to resolve conflicts amicably while teaching respect and empathy.

#### 5. Firm but Fair Approach

- Consistent enforcement of rules while being approachable and kind.
- Balancing authority with compassion to maintain a positive environment.

#### 6. Organizational and Time Management Skills

- Managing transitions during lunch breaks efficiently (e.g., from eating to outdoor play).
- Ensuring activities are orderly and within scheduled timeframes.

7. Teamwork and Collaboration

- Working effectively with other midday supervisors, teachers, and school staff.
- Sharing responsibilities and supporting colleagues as needed.

8. Adaptability and Initiative

- Responding to unexpected situations, such as first-aid needs or changes in schedules.
- Thinking on your feet to address challenges or implement activities.

9. Positive Role Modelling

- Demonstrating respectful behaviour, good manners, and problem-solving skills.
- Encouraging inclusivity and kindness among children.

10. Understanding of Child Safeguarding

- Familiarity with child protection policies and practices.
- Ensuring children's safety by identifying and addressing risks appropriately.

### 3.0 Key responsibilities

**Supervision**

1. Supervise pupils in in the lunch area, playground and classrooms (for wet play)
2. Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
3. Monitor pupils that aren't engaging in play and feed back any concerns to class teachers
4. Be aware of and implement the school's behaviour policy

**Organisation**

5. Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
6. Manage pupils' entrance and exit from the lunch area in an orderly manner
7. Clean up food and water spillages
8. Assist and encourage pupils positively to promote active uptake of school meals

**Health and safety**

9. Observe pupils and the environment and take action to minimise any identified health and safety risks
10. Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
11. Record details of incidents in line with the school's reporting procedures
12. Be aware of and support pupils with medical/dietary needs
13. Promote the school's policy around healthy eating to pupils
14. Feed back concerns relating to pupils' health and safety to a senior member of staff

**Behaviour**

15. Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
16. Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
17. Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
18. Follow any directions from class teachers on supporting specific pupils with challenging behaviour

**Play**

19. Organise positive play activities to encourage pupils to play and make use of play equipment
20. Offer educational instruction where needed to help pupils to share play equipment
21. Help to resolve issues between pupils during play activities

**Safeguarding**

22. Make sure pupils remain on the school premises during the midday break
23. Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
24. Report any incidences to the schools Designated Safeguarding Lead (DSL)

#### 4.0 Particular Additional Responsibilities attached to the post (add any other specific responsibilities in this section)

- Read and follow the relevant school policies
- Undertake training required to develop in the role

This job description does not form part of the Contract of Employment.

#### Personal Specification for Aspire Grade 1 Midday Supervisor

CRITERIA	QUALITIES
<b>Education and Knowledge</b>	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills gained from general education or equivalent experience necessary to undertake the full range of supervisory duties e.g., supervision &amp; support of pupils in the dining &amp; play area, cleaning of tables in dining area, awareness of children with special educational needs (dietary, emotional, physical), awareness of pupils on special or restricted diets for medical reasons</li> <li>• First aid training (or willingness to complete it)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with children or young people</li> <li>• Working and collaborating within a team</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to respond quickly and effectively to issues that arise</li> <li>• Ability to use own initiative and take action accordingly</li> <li>• Effective communication with adults and children</li> <li>• Ability to follow instructions from senior team members</li> <li>• Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies</li> <li>• Ability to build effective working relationships with colleagues</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to supporting and understanding pupil needs</li> <li>• Uphold and promote the ethos and values of the school</li> <li>• Maintain confidentiality at all times</li> <li>• Commitment to safeguarding, equality, diversity and inclusion</li> </ul>