JOB DESCRIPTION

MIDDAY SUPERVISOR

Post Title: Midday Supervisor	
Location: Cams Lane Primary School	**Post Grade:** Grade 3
Address: Cams Lane Primary School, Cams Lane, Radcliffe M26 3SW	**Post Hours:** 5hrs per week, Monday to Friday 12 - 1pm Term Time Only
Special Conditions of Service: • Attendance at staff training outside of these hours may be required.	
Purpose and Objectives of Post: To secure the safety, welfare and good conduct of pupils during the lunchtime break period.	
Accountable to: Headteacher	
Immediately Responsible to: School Business Manager	
Immediately Responsible for: None	
Relationships: ***Internal:*** Headteacher Teachers Catering staff School staff Pupils	***External:***

Duties/Responsibilities:

In the dinner hall:

- Supervise pupils eating their food
- Cut up food for young children and model correct use of their cutlery, if necessary.
- Prevent pupils from taking food outside the dinner hall.
- Supervise and control the behaviour of pupils whilst they eat their meals and on the playground.
- Wipe spillages on the floor and tables incurred during the meal.
- Control the dinner queue.
- Be aware of emergency procedures eg. fire evacuation and know what action to take.
- Supervise children in designated areas other than the playground during bad weather.
- Report all accidents and incidents to the designated member of staff as required by the school.
- Ensure pupils do not leave the school without permission of the Head Teacher.
- To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

On the playground/yard:

- Monitor and observe playing and behaviour on the yard
- Pre-empt and intervene if needed to prevent issues developing on the yard with regard to inappropriate behaviour
- Share ideas and encourage suitable games and activities
- Maintain mobility and visibility around the yard for all to see
- Encouraging children to play independently and not over-reliant on adults
- When needed, give children emotional support
- Communicate with staff in school with regard any issues or concerns

Safeguarding:

As an employee of The Collective Community Trust, you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

Equality Diversity and Inclusion:

The Collective Community Trust is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

Health and Safety:

The post holder is responsible for Health & Safety as part of the Employees Duties in line with the Trust Health and Safety Policies.

Health and Wellbeing:

As an employee of The Collective Community Trust you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

Where an employee is asked to undertake any other duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired and will be commensurate with the grade.