



# St Mary & St Thomas

Church of England Primary School

Executive Principal: Mrs. Kirsty Tennyson B.Ed (Hons)

Headteacher: Mr. Nathan Pow BA (Hons)



## JOB DESCRIPTION

**POST TITLE: MIDDAY SUPERVISOR**

**GRADE: SCP 2**

**HOURS: 5 HOURS PER WEEK**

**WORKING PATTERN: MONDAY-FRIDAY**

### Main Purpose

To ensure the safety, welfare, and positive engagement of children during the lunchtime break. Collaborate effectively with a team of Midday Supervisors in the dining area, classrooms, and playground to create a nurturing and inclusive environment.

### Key Duties & Responsibilities

#### 1. Supervision and Welfare

- Supervise the safety and well-being of children during the midday break, ensuring adherence to school discipline and expected standards of conduct.
- Monitor and support children in the dining area and playground, promoting a secure and enjoyable atmosphere.

#### 2. Dining Arrangements

- Oversee dining arrangements, ensuring hygiene standards are met, including monitoring handwashing, cleaning up spillages, and promoting good table manners.
- Encourage healthy eating habits and model appropriate dining etiquette.

#### 3. Inclusion and Acceptance

- Foster an inclusive environment where all children feel valued and accepted, promoting social interaction and cooperation among peers.
- Support children from diverse backgrounds, respecting their social, cultural, linguistic, religious, and ethnic differences.

#### 4. Pastoral Support

- Provide pastoral care to children, addressing their emotional and social needs and helping to resolve any conflicts or issues that arise.
- Act as a positive role model, promoting self-esteem, independence, and positive attributes among children.

#### 5. First Aid and Health Safety

- Administer basic first aid as required, ensuring accurate recording of minor accidents and promptly reporting serious incidents to the designated First Aider.

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- Maintain awareness of health and safety protocols, reporting any concerns to appropriate personnel.

## 6. Team Collaboration

- Work collaboratively as part of a team, supporting colleagues and appreciating their roles and contributions.
- Attend and actively participate in team meetings and training sessions to enhance personal development and team effectiveness.

## 7. Policy Compliance

- Adhere to all relevant school policies and procedures, including child protection, health and safety, confidentiality, and data protection.
- Report any concerns regarding child welfare or safety to the appropriate person in a timely manner.

## 8. Additional Duties

- Undertake any other duties and responsibilities as assigned, which are consistent with the role and grade of the position.

*The post is subject to Enhanced Disclosure.*

### Note

**This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change.**

**The details contained within this job description reflect the principal responsibilities and tasks of the job at the date it was prepared, and are not intended to be exhaustive. However it is inevitable that, over time, the nature of the job may change. The need for flexibility, accountability and team working is required. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed. The Trust will revise this job description from time to time and will consult the post holder/s at the appropriate time.**

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