

Littleport Community Primary School



JOB DESCRIPTION

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment

Post Title:	Midday Supervisor
Grade:	Scale 1 Point 2
Responsible to:	Senior Midday Supervisor and Headteacher
Purpose of the Job:	To ensure the security and care of the pupils of the school and to promote the school's positive ethos during the lunch time period.

Main Duties and Responsibilities:

1. To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and a positive environment in school.
2. To meet with the Senior Supervisor at beginning of the lunch period and receive any instructions with regard to duties.
3. To promote positive behaviour and to report any incidents as appropriate.
4. To ensure the safety and well being of children, providing emotional support where necessary.
5. To arrange and supervise appropriate activities under the direction of the Senior Supervisor.
6. 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

7. Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
8. To organise the dinner queue and entrance of pupils into dining hall and from dining hall to playground: ensuring good behaviour and a calm atmosphere. To deal with any poor behaviour that may occur in accordance with the school's behaviour policy.
9. To encourage all pupils to eat well and 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 good social skills and table manners, ensuring cutlery is used appropriately.
11. To clean up spillages of food and to organise clearing cutlery and crockery off tables.

Playground

12. Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
13. To supervise and control entrance and exit to school premises by pupils during the lunch break.
14. To ensure that pupils who leave the school site have permission to do so.
15. To organize playtime activities and work with children to have a happy, healthy and positive 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 poor weather.
17. To ensure that, when classrooms are used during the Midday break because of the weather that the children 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. To report any problems to the Site Manager.
19. To:
 - take part in training appropriate to the job of midday supervisor.
 - take part in any appraisal arrangement made by the school.
 - undertake any other duties consistent with the purpose of the job.

**JOB DESCRIPTION**

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment

Post Title: Play Team Member
Grade: Scale 1 Point 2
Responsible to: Senior Midday Supervisor and Headteacher
Purpose of the Job: To ensure the security and care of the pupils of the school and to promote the school's positive ethos during the lunch time period.

Principles of the job:

We will be starting our OPAL – Outdoor Play And Learning journey in January 2026. This means our school believes that all children need opportunities to play, which allow them to explore, manipulate, experience, and affect their environment (see OPAL website for further information Home - Outdoor Play and Learning) Full training will be offered in the OPAL principles.

Job Purpose

To assist with the supervision, care, behaviour and safety of children on school site during the lunchtime break

Main Duties and Responsibilities

- To be responsible for securing the safety, welfare and good conduct of children during the lunchtime break period in accordance with the practices and procedures of the school Preparing children for their lunch and supervising children in the dining hall
- Assisting (as necessary) young children to visit toilet and wash hands
- Attending to and reporting any child who is ill or has had an accident to a first aider
- Supervising table manners and, in the case of young children, assist in the correct use of cutlery, cutting up of meals etc.
- Encouraging children to eat meals and try meals which are new to them
- Prior to children returning to learning in an afternoon, pass on any relevant information to the class teacher
- To facilitate plan and model a range of activities to the children
- To supervise children playing outside in all weathers
- To set up and prepare play activities and equipment prior to lunchtime and tidy and put away at the end of the session
- To risk assess play as it happens (Dynamic RA)
- To be aware and follow all guidelines in school policies and report any inappropriate behaviour to a member of the SLT
- To embrace the OPAL philosophy and take part in regular training/reflection meetings
- Undertake monitoring of play equipment and resources Professional Values and Practice
- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds Treating pupils consistently with respect and consideration and being concerned with their development as learner in line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues
- Reflecting upon and seeking to improve personal practice
- Working within school's policies and procedures and being aware of legislation relevant to personal role and responsibility in the school
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following school's policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.