



The John Moore Primary School

Job Description

Name:

Post: MIDDAY SUPERVISOR

Grade: 2:3

Purpose of the Job:

To supervise, support, care for and play with the children during the lunch break. Your role may involve leading the provision in the dinner hall or supporting the children in their outdoor (or wet) playtime.

Main Duties and Responsibilities:

1. Encourage a good level of behaviour from the children. Apply the “level” of behaviour expectation modelled by the Senior leadership team.
2. Ensure that information gleaned about the school, staff and children remains absolutely confidential.
3. Be positive at all times with the children. Praise the good behaviour and apply a restorative practice approach to any altercations between children.
4. Involve the children in aspects of lunchtime that gives them opportunities for responsibility and involvement in the organisation of the school.
5. Ensure that the children are well occupied with suitable activities during their lunch break. (e.g. playground games) Model how to play games and encourage appropriate play time behaviours.
6. Positively reinforce the playground rules and expectations.
7. Report back to class teachers, about their children’s behaviour, at the end of lunchtime. Share positives as much as possible.
8. Ensure that children wear appropriate clothing in cold / damp weather.
9. Supervise the use of toilets and hand washing.
10. Supervise the children between the playground or the classroom, depending on the weather.
11. Set up the tables, cutlery and drinks ready for the children in the dinner hall.
12. Serve the children their meals and support them with positive eating routines.
13. Clean and reset the tables between each year group sitting
14. Clean and tidy away the tables at the end of the lunch break.
15. Sweep and clean the hall floor and spot mop any areas with sticky residue or where things have been spilt.
16. Assist generally with the organisation and supervision of the lunch break as required by the Senior leadership team.
- 17.

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