

## Lunch Time Supervisor – Hardwick Green Academy

Name:	Position: Midday Supervisor
Scale and Point: NJC 2-3	Salary: £9.43 Per Hour
Reports to: Senior Lunchtime Supervisor	
<b>Key Purpose of the Job:</b>	
<p>To ensure the safety, security, well - being and care of the children and to promote their social, emotional and physical development during the lunchtime period. To assign Midday Assistants to their roles and be accountable for their duties.</p>	
<b>General Duties:</b>	
<p>To supervise children during the lunchtime period – in the dining hall, playground areas and around the school premises, ensuring the safety, welfare, physical and mental well - being of pupils and the maintenance of good order and discipline.</p> <p>To follow the schools behaviour policy to ensure a positive handling of inappropriate or unacceptable behaviours.</p> <p>To ensure the safety and well - being of children, providing emotional support where necessary.</p> <p>To arrange and supervise appropriate play and physical activities.</p> <p>To ensure that any children who suffer injuries are dealt with appropriately in accordance with the school's policies.</p>	
<b>Playground:</b>	
<p>To collect children from their class and ensure they are adequately dressed for the weather conditions.</p> <p>To supervise the children leaving and entering the building in a calm manner, in accordance with the school's high expectations.</p> <p>To ensure that children play safely, and that all children are engaged in activities which encourage their social, emotional and physical development.</p> <p>To appropriately address any issues which arise: listening carefully to the children and ensuring any matters are fully resolved (See Midday Assistants Manual).</p> <p>To assist midday assistants when necessary in resolving issues and following up actions.</p>	
<b>Dining Hall:</b>	
<p>Ensure children have washed their hands before entering the dining hall.</p> <p>To organise the dinnertime queues so that the children move calmly and carefully from the playground to the dining hall and back:</p>	

Promote and ensure good behaviour in a calm atmosphere

Communicate in a positive manner – deal with any inappropriate behaviour in accordance with the school behaviour policy.

Address all issues in a calm and polite manner, setting a good example and being a role model for the children.

Be responsible for reporting any serious issues to the class teacher.

To encourage all pupils to eat healthily – offering food from the salad bar, and encouraging them to eat their fruit and vegetables. Assist with cutting up food, opening tubs and drinks and monitoring any children whose eating habits are causing any concern.

To encourage good table manners and social skills – talk to the children and set a good example. Ensure safety with knives and forks.

To clean up spillages of food and drink, and check the floor is safe for the children to walk upon.

#### School Premises:

To supervise children and promote good behaviour on the school premises, in the hall, classrooms and through corridors – both during lunchtime, and when bad weather means the children are indoors.

To ensure that, when weather is bad, the children are quietly and sensibly occupied in the classrooms and that the classrooms are left tidy, ready for afternoon sessions.

To take part in training appropriate to the job of the mid - day supervisor, and in particular child protection training.

To take part in appraisal arrangements made by the school.

To undertake any other duties consistent with the purpose of the job.