
Head Teacher: Mrs Helen Phillips; BA (Hons), PGCE, MEd, NPQEL
Deputy Head: Mrs Lisa Kay; BEd (Hons), NPQH

JOB DESCRIPTION

Job Title: Senior Midday Supervisor

Salary Grade: NJC Support Staff Grade C

Accountable to: Head Teacher

Post Objective

To lead and manage the day-to-day operation of the school's lunchtime provision, ensuring the safety, welfare, engagement and positive behaviour of all pupils.

To take direct responsibility for coordinating staff, overseeing routines, resolving incidents, maintaining safeguarding standards and ensuring that lunchtime provision runs efficiently across all areas of the school.

To act as the operational lead during lunchtime, making decisions independently and escalating significant concerns to senior leaders where necessary

Other Considerations

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their own development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Take overall responsibility for the smooth day-to-day running of lunchtime provision.
2. Lead a team of Midday Supervisors and Play Staff across all lunchtime areas.
3. Ensure effective deployment of staff across playgrounds, halls, dining spaces and indoor provision.
4. Reorganise staffing arrangements at short notice to cover absences or emerging needs.
5. Carry out daily checks to ensure all lunchtime areas are adequately supervised.
6. Ensure lunch service and playground operations run to agreed procedures and timescales.
7. Monitor standards and take action to address issues promptly.

Staff Management and Supervision

8. Lead, support and direct the lunchtime team on a daily basis.
9. Provide clear expectations and guidance regarding roles and responsibilities.
10. Monitor staff performance and conduct during lunchtime.
11. Identify training and development needs.
12. Support the induction of new staff.
13. Contribute feedback regarding staff performance to line managers.

Behaviour Management

14. Ensure consistent implementation of the school's behaviour policy.
15. Support staff in managing challenging behaviour.
16. Investigate and resolve behavioural incidents.
17. Act as the senior point of contact for lunchtime behaviour issues.
18. Maintain accurate records of significant incidents.
19. Liaise with teaching staff and senior leaders regarding ongoing concerns.
20. Promote a positive and inclusive lunchtime culture.

Safeguarding and Welfare

21. Maintain oversight of pupil safety and welfare throughout lunchtime.
22. Ensure all safeguarding concerns are identified, managed and reported appropriately.
23. Monitor vulnerable pupils and coordinate additional support where required.
24. Support children experiencing emotional, social or behavioural difficulties.
25. Ensure accidents and incidents are recorded appropriately.
26. Ensure safeguarding procedures are followed consistently by all lunchtime staff.

Dining Hall supervision

27. Oversee efficient operation of lunch service arrangements.
28. Ensure pupils are safely supervised during meal times.
29. Manage dining hall routines, flow and organisation.
30. Resolve issues relating to registers, missing children, food arrangements or dietary requirements.
31. Promote healthy eating and positive dining experiences.
32. Ensure dining areas remain safe, clean and organised.

Health and Safety

- 33. Ensure compliance with Health and Safety requirements.
- 34. Carry out visual safety checks of lunchtime areas.
- 35. Respond appropriately to accidents, incidents and emergencies.
- 36. Coordinate emergency procedures during lunchtime when required.
- 37. Ensure safe use, storage and maintenance of equipment.

Communication

- 38. Act as the link between lunchtime staff and school leaders.
- 39. Provide updates regarding incidents, concerns and operational matters.
- 40. Communicate effectively with teachers regarding pupil welfare and behaviour.
- 41. Prepare records, reports and monitoring information as required.

Professional Responsibilities

- 42. Uphold the vision, values and ethos of the school.
- 43. Maintain confidentiality at all times.
- 44. Attend relevant meetings and training.
- 45. Maintain current safeguarding knowledge and practice.
- 46. Model professionalism and positive relationships.

This is not a complete statement of all duties and responsibilities of this post. The post-holder may be required to carry out any other duties as directed by the Head teacher; however the responsibility level should not exceed those outlined above

Postholder Name

Signature Date