



Job Description and Person Specification

Job Description

Post:	Midday Supervisor
Hours:	12.00 - 13.30 Monday to Friday
Contract:	39 weeks
Line Manager/ Appraiser:	Headteacher
Accountable to:	Headteacher

Key Purpose of the Role

To support the safe, positive and effective supervision of pupils during the lunchtime period, ensuring children are safe, well cared for and encouraged to enjoy healthy eating and positive play. To contribute to a calm, nurturing and inclusive environment where children feel supported, respected and able to enjoy their lunchtime experience.

Key Responsibilities

Pupil Supervision and Welfare

- To supervise pupils during the lunchtime period, ensuring their safety, wellbeing and positive behaviour at all times.
- To support children in the lunch hall, encouraging healthy eating, independence and good table manners.
- To provide appropriate support to pupils during mealtimes, including assisting younger children where necessary.
- To encourage positive relationships and inclusive play, promoting cooperation, kindness and respect between pupils.
- To support children in resolving minor disagreements positively and calmly, referring more serious concerns to the Play Leader or a member of the Senior Leadership Team.

Safeguarding and Behaviour

- To maintain a good understanding of the school's Safeguarding, Behaviour, Whistleblowing and other relevant policies, ensuring they are followed at all times.
- To remain vigilant for safeguarding, welfare or behavioural concerns and report these promptly in accordance with school procedures.
- To contribute to a safe, calm and nurturing lunchtime environment for all pupils.

Health and Safety

- To work in accordance with Health and Safety requirements at all times.
- To monitor indoor and outdoor areas, ensuring they remain safe for pupils throughout the lunchtime period.
- To respond appropriately to minor accidents and seek assistance where required, following the school's First Aid procedures.
- To support the safe supervision of pupils during wet play arrangements when required.

Communication and Teamwork

- To work collaboratively with colleagues to ensure the smooth running of the lunchtime provision.
- To establish positive and professional relationships with pupils, colleagues and parents where appropriate.
- To communicate any concerns regarding pupils' wellbeing, behaviour or safety promptly to the Play Lead or a member of the Senior Leadership Team.

Personal Conduct

- To act as a positive role model, demonstrating professionalism, patience and respect in all interactions.
- To promote the values and ethos of Greenside Primary School and The Elliot Foundation Academies Trust.

Other Duties

To undertake any other reasonable duties commensurate with the responsibilities and grading of the post.

Person Specification

	Essential	Desirable
Education and Qualifications		
GCSE Maths and English Grade 4/C or above		•
Paediatric First Aid Certificate or willingness to undertake training		•
Food Hygiene Certificate or willingness to undertake training		•
Relevant childcare, playwork, teaching assistant or youth work qualification		•
Experience		
Experience working with primary-aged children	•	
Experience of supervising groups of children in a safe and positive environment	•	
Experience of managing children's behaviour positively and effectively	•	
Experience of working in a school, childcare or wraparound provision		•
Experience supporting pupils with SEND		•
Skills and Knowledge		
Understanding of safeguarding responsibilities and child protection procedures	•	
Understanding of health and safety requirements when working with children	•	
Awareness of allergies, medical needs and special dietary requirements	•	
Ability to communicate effectively with children, parents, carers and staff	•	
Ability to work independently and use initiative	•	
Personal Qualities		
Able to demonstrate commitment to the values and ethos of Greenside Primary School and The Elliot Foundation Academies Trust	•	
Friendly, professional and respectful manner	•	
Calm and confident under pressure	•	
Reliable, punctual and trustworthy	•	

Positive role model for children	•	
Able to build positive and nurturing relationships with children	•	
Commitment to safeguarding, equality and inclusion	•	
Flexible and adaptable approach to work	•	
Other Qualities		
Willingness to undertake training and development	•	

Appointment to this post will be subject to satisfactory pre-employment checks including a Barred List check, Disclosure and Barring Service check and references.