

**ELY ST JOHN'S SCHOOL**  
**JOB DESCRIPTION**  
**Midday Supervisor**

**Name:**

**Post Title:** Midday Supervisor

**Grade:** 2-3

**Responsible to:** Headteacher

**Purpose of the Job:** To ensure the safety of pupils in the school during lunchtime, and to positively encourage children to make good choices by following the EJ Way (to improve healthy eating, activity levels, behaviour, inclusion, participation and/or conflict resolution).

**Conditions of Employment:**

- It is expected that midday supervisors will make personal appointments outside their working hours
- To observe confidentiality in relation to matters concerning individuals, staff, pupils and parents

**Main Duties and Responsibilities:**

You will 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 the maintenance of good order and discipline. You will encourage children to make good choices. Your duty is to be vigilant, to notice and reward good behaviour, and to intervene early and distract children to prevent problems arising.

Midday Supervisors receive training on the school behaviour policy, and how to carry out their roles. We have processes and scripts to enable everyone to be clear, consistent and effective in managing behaviour with a positive approach. These processes are detailed below, and everyone is expected to use them.

You will focus primarily on those who are persistently and consistently well behaved, by regularly and frequently using specific praise to promote good choices, following this guide:

- Be descriptive.
- Relate the good behaviour to the EJ Way (awarding Panda Points when appropriate).
- Be loud and long so other children can overhear positive behaviour conversations.

You will deal with poor behaviour, using the following guide:

- Say what you want the child to start doing not stop doing.
- Say thank you not please.
- Use as few words as possible, using a calm, controlled tone of voice.
- You will seek support from other colleagues or senior management if you need it.

You may de-escalate incidents by saying:

1. I agree or partially agree (to appease the child).
2. The EJ Way says... (to put the conversation in a professional context).
3. Giving choices and consequences (giving a choice isn't threatening and gives children one last chance to make the right choice before any sanction is considered).

To encourage children to be able to resolve conflicts independently, they need to develop the skills of:

- Cooling off when upset
- Speaking directly to each other
- Speaking assertively, honestly, and kindly

- Listening carefully to others and accurately paraphrasing their words
- Proposing solutions and agreeing on a solution to try

You will do this using the following steps as a guide:

1. Ensure children are calm enough to talk. Are they in a suitable place to listen?
2. Guide children in talking out their conflict using 'I statements' to identify their emotion instead of blaming others.
3. The second child listens and paraphrases what they have heard.
4. The second child states his or her point of view.
5. The first child listens and paraphrases what he or she heard.
6. Talk about what could be done now or next time to avoid such a situation.

When you see children in a high state of anxiety, you will use the script:

1. (Child's name) I can see something is wrong.
2. I am here to help.
3. Talk to me, I am listening.
4. Come with me to (a quiet space) and we'll sort this out.

#### **In the eating areas:**

You will engage with children to help them:

- feel at ease by greeting them with a smile
- find a place to sit and eat their lunch by inviting them to sit on a table
- choose and eat a balanced meal, explaining how and why different foods are good for them
- develop social skills and good manners
- cut or open their food when necessary

#### **In the outdoor play areas:**

You will proactively engage with children to ask them if they are okay and to monitor situations. You will notice children who look sad, upset, hurt or lonely, and offer them assistance. When children require some distraction or encouragement, you will be proactive, by, for example, giving them a challenge, or leading a game with them.

You will not allow children to play dangerously – this includes children using equipment in a way it was not designed, jumping on top of each other, physical play fighting, and lifting or carrying other children. If an issue involves children in your own family, you will first seek for another midday supervisor to deal with it.

Younger children may need reminding about wearing the appropriate clothing for each season.

You should report any misgivings about adults who give undue attention from outside the school boundaries to a midday co-ordinator.

Midday Supervisors are offered first aid training, and we hope all midday staff will take this up. When you are first-aid trained, you will administer first aid treatment to pupils as needed, and record accidents and treatment using the school's procedures.

#### **Inside the school:**

Your responsibilities are:

- to supervise pupils appropriately during wet lunchtimes.
- to ensure that classrooms are ready for lessons again at 1pm for KS1 or 1.10pm for KS2
- to check toilets and cloakrooms as these can be 'trouble spots' for inappropriate behaviour

**Duty hours**

In EYFS and KS1, the midday supervisor's duty is from 11:50am-1:05pm. In KS2, the midday supervisor's duty is from 12:00-1:15pm.

Time needs to be spent before and after the lunch time to:

- a) organise outside play equipment ready for play in an inviting way
- b) clear away this equipment in such a way for it to be in good order for the following day's activities; a rota is in place to ensure this happens daily, with colleagues covering during absences.
- c) prepare/check playground first aid bag
- d) ensure cleaning sprays and cloths for classrooms are sorted
- e) help set up eating areas for children

**Safeguarding**

Midday Supervisors receive updates on child protection and safeguarding (including the Prevent duty). All staff must notice, check and share concerns, following the school's procedures. You will report any matter connected to Child Protection to the designated persons for Child Protection in the school, who the Headteacher, Liz Bassett, Deputy Head, John Henson and Business Manager, Chris Ashley.

**Training**

You are required to:

- take part in training appropriate to the job
- attend regular meetings at the request of the leadership team
- undertake any other duties consistent with the purpose of the job
- take part in any appraisal arrangements made by the school

Ely St John's Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undertake a DBS check.