



MANOR LEAS INFANT SCHOOL

JOB DESCRIPTION FOR ACADEMY MIDDAY SUPERVISORY ASSISTANT

Manor Leas Infant School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main purpose

A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Duties and responsibilities

Supervision

- › Supervise pupils in the school environment, including lunch area, playground, classrooms, corridors, toilets and between areas
- › Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- › Monitor pupils that aren't engaging in play and feedback any concerns to class teachers

Organisation

- › Set up and put away the tables, chairs and other equipment needed for eating in the lunch area (as appropriate/required)
- › Clean lunch area, including the hall floor, as appropriate/required
- › Distribute meals and serve water where appropriate
- › Manage pupils' entrance and exit from the lunch area in an orderly manner
- › Clean up food and water spillages

Health and safety

- › Observe pupils and the environment and take action to minimise any identified health and safety risks
- › Ensure all pupils can be seen on the playground and staff are spread out
- › Deliver first aid if qualified (if not qualified, refer incidents to a qualified first aider)
- › Record details of incidents in line with the school's reporting procedures
- › Be aware of and support pupils with medical/dietary needs
- › Promote the school's policy around healthy eating to pupils
- › Feedback concerns relating to pupils' health and safety to a senior member of staff

Behaviour

- › Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- › Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- › Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- › Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Play

- › Organise play activities to encourage pupils to play and make use of play equipment
- › Offer educational instruction where needed to help pupils to share play equipment
- › Help to resolve issues between pupils during play activities



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Safeguarding

- › Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- › Promote the safeguarding of all pupils in the school
- › Make sure pupils remain on the school premises during the midday break
- › Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- › Carry out intimate care in accordance with school policy

Other areas of responsibility

- › Read and follow the relevant school policies
- › Undertake training required to develop in the role

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that may be carried out. The postholder may be required to do other duties appropriate to the level of the role.

Notes:

This job description may be amended at any time in consultation with the postholder.

Next review date: September 2026

Headteacher/line manager's signature:

C. Turner

Postholder's signature:

Date:

Date:
