STOKENCHURCH PRIMARY SCHOOL & NURSERY

AIMING HIGH … FLYING HIGHER

Everything we do makes a difference to our children; empowering minds and shaping futures.

JOB DESCRIPTION

Post	Midday Supervisor
Salary Scale	Buckinghamshire School Pay Range 1A, (Point 5)
Contract Type	Part Time (Term Time Only) – Fixed Term Contract (end date 31/08/27)
Reporting to	Bursar

KEY DUTIES AND RESPONSIBILITIES:

1. Supervision of pupils on school premises
2. Promoting positive behaviour
3. Promoting personal and social skills
4. Appropriate communication skills

The following does not represent an exhaustive list but gives an indication of the role:

1. Supervision of Pupils on School Premises:

- Work as part of a team to be responsible for the supervision of pupils on the school site throughout the midday break
- To supervise areas where pupils congregate during lunchtime, maintaining Health & Safety practices, to ensure safety and wellbeing
- Taking account of relevant practices and procedures, to supervise and monitor activity areas as required
- To supervise pupils eating their meal on school premises, in specified areas set aside for dining purposes which includes issues such as dealing with spillages
- To supervise queues waiting to enter specified dining areas
- To manage pupil behaviour, ensuring movements around school are in a safe and calm manner
- To encourage polite and healthy eating habits
- To be aware of any food allergies and intolerances, ensuring food sharing or swapping is prevented

2. Promoting Positive Behaviour:

- To promote positive behaviour and support the resolution of conflicts, following the school policies and deal with incidents as directed
- To encourage pupils' understanding and knowledge of the impact of their actions
- To support an inclusive and diverse environment
- To encourage polite behavior and respect to others, ensuring pupils show consideration for each other and their environment at all times

3. Promoting Personal and Social Skills

- To encourage pupils to leave all areas in a tidy condition
- To encourage good relations between peers and adults
- To encourage and develop social skills such as mutual respect and trust
- To encourage and where necessary, assist with practical skills such as use of cutlery or opening packets etc

4. Appropriate Communication

- To report accidents or other occurrences such as child protection concerns immediately to the Designated Safeguarding Lead
- To liaise with the kitchen staff or Bursar as appropriate for issues related to lunchtime supervision
- To liaise with colleagues as appropriate to arrange cover, ensuring adequate supervision at all times

GENERAL:

- Set high expectations of conduct whilst acting as a good role model for others, ensuring high standards are maintained and promoted in all areas of work.
- To champion the professional integrity and uphold the ethos of the school.
- To participate in training and other learning activities as required, and to participate in appraisal and professional development.
- Any other duties and responsibilities, which do not change the general character and purpose of the post, as may be required, following consultation with the Headteacher.

SUPPORT FOR THE SCHOOL:

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference, and ensure all pupils have equal access to opportunities to lunchtime activities
- Contribute to the overall ethos/work/aims of the school
- To actively participate in and attend a variety of school events.
- Establish constructive relationships and communicate with other staff, including the SLT, Line Managers, class teachers and TAs to support achievement and progress of pupils

Stokenchurch Primary School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. Any offer of employment, is subject to receipt of satisfactory references and DBS checks.
In line with Keeping Children Safe in Education 2026, online searches will be carried out on all shortlisted candidates, who will have the opportunity to address any issues of concern arising, during the interview process.

Name: _____

Signed_____ Post Holder Date: _____

Signed _____ Headteacher/Deputy Headteacher Date: _____