



Bishop Ridley C of E Primary School

Northumberland Avenue
Welling, Kent DA16 2QE
Tel: 020 8303 4461
Email: admin@bishop-ridley.bexley.sch.uk
Website: www.bishopridleyschool.org.uk
Head Teacher: Mr Stuart Keep



Bishop Ridley CE Primary School Information sheet Senior Midday Supervisor and Midday Supervisor role

As the Senior Midday Supervisor, you are leading the team responsible for the welfare and safety of our pupils during the lunch break.

The midday supervisors work collaboratively, assisting and supporting each other across the school to ensure that lunchtimes run smoothly. The Senior Midday Supervisor is the immediate line manager of the team, reporting to the Head Teacher. You are responsible for the day-to-day deployment of supervisory staff and for ensuring that they carry out their duties effectively (see below), that statutory requirements are followed and that lunchtimes run smoothly and efficiently. These are the main responsibilities of the midday supervisors:

In the hall

- Maintain an overview of all children
- Assist younger children with developing eating skills
- Encourage children to eat their lunches and report any case where a child is repeatedly not eating
- Encourage and reward good table manners
- Remind children about not dropping food on the floor
- Clean up spillages
- Make sure that children taking a hot meal choose a suitably balanced lunch
- Keep noise to a reasonable level
- Make sure that the school rules are followed (eg no running)
- Watch children being monitored and report concerns
- Deal with concerns and requests from children fairly and consistently
- Ensure all children are properly supervised

In the playground

- Encourage children to play appropriately (eg imaginatively, including others, using play equipment, taking turns)
- Discourage games that are likely to cause injury or upset (eg play fighting, bulldog)
- Deal with minor incidents, referring to the class teacher and/or member of the Senior Leadership Team in the case of more serious incidents
- Uphold the school rules
- Assess injuries and where necessary send children in to see the midday supervisor on first aid duty
- Lead and join in with younger children's games
- Supervise and offer guidance to junior monitors in the infant playground

One Community
Learning and Growing Together
Sharing the Love of God



- Deal with incidents fairly and consistently

Inside school

- Supervise wet play monitors
- Float between classrooms during wet playtime
- Use year 6 runners to take messages
- Remind children to walk on the left
- Ensure all games are tidied away by the end of lunchtime and that the classroom is ready for learning

On First Aid

- Deal with minor injuries
- Record injuries in accident book
- Make sure that parents are notified of any injury to the head
- Refer major injuries to qualified first aider, senior management and office
- Deal sympathetically with children who are upset or distressed
- With a colleague, assist with the cleaning and changing of younger children who have soiled themselves.

General duties

- Working hours will be from 11.55 am until just after 1.10 pm. All midday supervisors are required to sign in at the office.
- If unwell and unable to report for work please ring the office by 10.00 am
- The Senior Midday Supervisor decides on the deployment of staff and if it should be 'wet play' and the children kept inside
- Assist with setting out lunch trolleys and with setting up the hall if needed
- Advise class teachers at the end of the lunch break of any incidents or issues that have arisen which they need to know about or which may need following up