

Role Title			
Midday Supervision 2			
Purpose of the role (job statement)			
To work as part of a team, supervising other staff and monitoring pupils' behaviour during the midday break.			
Responsibilities ²			
Key duties:			
<ol style="list-style-type: none"> 1. Allocate duties to midday assistants 2. Organise supervision of pupils during the midday break 3. Oversee the supervision of activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break 4. Report incidents in line with school policy 5. Liaise with colleagues on how to meet any individual pupil needs (e.g. SEN). 			
Individuals in this role may also undertake some or all of the following:			
<ol style="list-style-type: none"> 1. Select and order playground equipment 2. Operate tills and take money / vouchers as meal payment 3. Undertake playground supervision 4. Undertake similar work at other times such as before and after school 5. Ensure adequate first aid treatment is available during the midday break. 6. Encourage pupils to select and eat healthy balanced meals 7. Oversee and participate in dining arrangements this includes the cleaning up of spillages of food or liquid during meal service and wiping down of tables and clean dining areas between meals 8. Set up and run activities for pupils in playground areas 			
Indicative knowledge, skills and experience			
<ul style="list-style-type: none"> • Knowledge and skills requirements equivalent to those set out in the qualification Supporting the Wider Curriculum in schools, or equivalent experience • Requires knowledge of school procedures for supervision of midday meals service and lunchtime activities. 			
NJC Job Evaluation Assessment			
Factor	Relevant Job Information	JE Level	Points
1.	Knowledge	Requires knowledge of school procedures for supervision of midday meal service, midday assistants and playground activities.	2 40
2.	Mental Skills	Decisions on allocation of the work of midday assistants to ensure the adequate supervision of pupils during the midday break.	2 26
3.	Interpersonal & Communication skills	Communicate with pupils during midday meals to ensure safety, welfare and good conduct; liaise with other staff to meet individual pupil needs and ensure adequate supervision and exchange information about incidents and pupil behaviour.	3(b) 39

² Duties relating to supporting pupils with health care needs are not included in this profile. The NJC recognises that many of these duties are carried out on a voluntary basis in different ways. Therefore, if this duty becomes a requirement of the job, as part of an agreement between employers and unions, it should be set out in the job description as an additional duty allowing it to be accounted for in the evaluation of the role (and therefore in remuneration as appropriate).

4.	Physical Skills	May require skills for using till, assembling activity equipment	1	13
5.	Initiative & Independence	Make decisions within instructions regarding the staffing requirements during the midday break. Responds to incidents. Refer complex problems in line with school policy.	2	26
6.	Physical Demands	Short periods of greater effort for carrying loads and cleaning.	2	20
7.	Mental Demands	Prolonged period of sensory attention required. Work is regularly interrupted by pupils & other midday staff	4(a)	40
8.	Emotional Demands	Occasionally exposed to emotionally demanding situations e.g. dealing with distressed pupils, during the midday break.	2	20
9.	Responsibility for People Wellbeing	Oversee pupils' dining and play activities during the midday break, ensuring pupil safety.	2	26
10.	Responsibility for Supervision	Regular allocation of tasks and duties to midday staff.	2	26
11.	Responsibility for Financial Resources	May handle small sums of cash	1	13
12.	Responsibility for Physical and Information Resources	Responsible for the safe use of inexpensive equipment	1	13/26
		Select and order playground equipment	2(g)	
13.	Working Conditions	Work is normally in areas which are noisy and may involve spillages. Playground duty is outdoors in most weather	3	30
Total				332-345