

## **JOB DESCRIPTION – Midday Supervisor**

### **JOB PURPOSE**

Assisting the Senior Midday Supervisor/Headteacher in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the school.

### **PRINCIPAL ACCOUNTABILITIES**

1. Supervision and control of pupils.
2. Taking responsibility for initiating appropriate strategies.

### **MAIN DUTIES**

1. Supervision and control of pupils, including:
  - Ensuring the supervision of pupils at appropriate times and organising the effective transfer of responsibilities for pupils' welfare between midday supervisory staff and teachers
  - Ensuring that all minor problems and infringements of disciplinary rules are dealt with swiftly and effectively, reporting persistent unruly behaviour or more serious breaches of discipline to a senior member of the teaching staff by the process established in the School. Reporting any emergency or serious incident to the Headteacher or Deputy Headteacher immediately
  - Dealing with minor accidents and securing first aid assistance for these and for serious incidents in accordance with the procedure established at the school
  - Ensuring that health and safety practices and procedures affecting pupils are maintained during the midday break
  - Assisting where necessary in ensuring that persons on the premises who are not pupils or staff are authorised and appropriately dealt with (in accordance with guidance issued from time to time)
  - Liaising with kitchen/dining room staff to ensure smooth meal service. Supervising and assisting pupils with their food where necessary. Supporting any school policies regarding meals provision. Where required, assisting with the collection of dinner money, issuing tokens etc. and/or the completion of records/registers of children dining
  - Setting up and clearing away tables in the dining room if required
2. Child protection
  - To have due regard for safeguarding and promoting the welfare of pupils and to follow child protection procedures
3. Promote Healthy Eating
  - Actively promote the school meals service to pupils to increase awareness of healthy eating and the uptake of healthy school meals.