

Job Description

Job Title:	Midday Activity Supervisor
Grade:	Level 3

JOB PURPOSE

To work as part of a team, supervising other staff and monitoring pupils' behaviour during the midday break.

KEY DUTIES / RESPONSIBILITIES

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)
6. Undertake playground supervision
7. Undertake similar work at other times such as before and after school
8. Ensure adequate first aid treatment is available during the midday break
9. Encourage pupils to select and eat healthy balanced meals
10. 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
11. Set up and run activities for pupils in playground areas
12. Be responsible for promoting and safeguarding the welfare of children and young people within the academy, raising any concerns following academy protocol/procedures
13. Any other duties appropriate to the post.

Person Specification

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PERSON SPECIFICATION

Minimum Essential Requirements - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
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.	✓		✓