



LADYWOOD PRIMARY SCHOOL

JOB DESCRIPTION FOR MIDDAY SUPERVISOR

POST:	MIDDAY SUPERVISOR
RESPONSIBLE TO:	HEADTEACHER SLT SENIOR MIDDAY SUPERVISOR

DUTIES OF A MIDDAY SUPERVISOR

The day-to-day supervision of each Midday Supervisor, will be exercised by the Senior Midday Supervisor. The duties will be allocated by the Headteacher and will include the following:

1. Responsibility to the Headteacher for the supervision of children throughout the midday break (i.e. the interval between the close of the morning and the recommencement of school in the afternoon).
2. Supervision of queues waiting to enter the dining room.
3. Supervision of the dining hall, giving out drinks and wiping tables, checking behaviour.
4. Supervision of all areas both inside and outside where pupils play during lunchtime.
5. To deal with minor accidents, offer first aid and report any serious incident to the Headteacher as soon as possible. Access to first aid supplies will be given.
6. To deal with the minor problems and report persistent unruly behaviour to the Senior Midday Supervisor or the Headteacher.
7. Checking to see that all pupils return to the classroom.
8. Leaving the dining hall in a tidy condition.
9. To take part in staff training, (where appropriate)

10. Carrying out any other instructions given by the Headteacher reasonably falling within the purview of the post, to include organising and running lunchtime activities with groups of children on the playground or supervising in the classroom on wet days.
11. Adhering to our Safeguarding procedures and reporting any concerns where necessary.