



JOB DESCRIPTION - Mid Day Supervisor

GRADE	1
RESPONSIBLE TO	HEADTEACHER
PURPOSE OF JOB	TO SUPERVISE PUPILS DURING THE SCHOOL LUNCH BREAK

To work as part of a team supervising pupils during the school lunch break, which includes attending to their welfare and domestic needs.

Specific responsibilities will include:

1. Supervision of pupils immediately before, during and after the midday meal. This includes provision for children who bring sandwiches.
2. Supervision of the pupils entry into the dining area, including supervision of pupils during any journey or walk to the dining room.
3. Supervision of pupils in the playground
4. Guidance on table manners
5. Assistance with clearing tables
6. Assistance with washing down tables and resetting where required and when school meals staff are not available.
7. Setting up and removal of furniture when caretaker not available.
8. Taking such steps as necessary when children are sick. Assisting to their needs when in distress and reporting the situation to a teacher.
9. To arrange for emergency treatment when required, e.g. calling for a teacher if there has been an accident.

10. Vigilant in the playground in recognising potential dangers and approaching unauthorised personnel who enter the school.
11. To undertake any agreed programme of training.

Steel City Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any other duties and responsibilities appropriate to the grade and role.

The postholder must, at all times, carry out his/her duties and responsibilities within the spirit of Steel City Schools Partnership and School policies and within the legislative framework applicable to academies.

To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.