



## Job Description

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

**POST TITLE:** MIDDAY SUPERVISOR - SUPPORT STAFF

**POST LEVEL:** SCALE B2 (salary £3467)

1.25 hours per session worked

**RESPONSIBLE TO:** Headteacher

### **BROAD DESCRIPTION:**

Supervise and ensure the safety and well-being of pupils during the lunchtime period.  
Work under the general direction of the Office Administrator or other designated person in charge

**Responsibility for others:** The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

**Responsibility for staff:** The post has limited no direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

**Responsibility for budget:** The post has no direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

**Responsibility for physical resources:** The post has limited no direct responsibility for physical resources, other than the handling and careful use of equipment.

### **TYPICAL TASKS**

- Supervise toileting and washroom activity
- Escort children to and from dining room
- Supervise collection of meals and assist with use of cutlery
- Assist pupils when returning used plates, trays, cutlery, glasses/beakers and clearing tables
- Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away
- Supervise classroom and outside activities, encouraging inclusion
- Ensure orderly return to classroom
- Attend to minor accidents or to pupils who become ill
- Report to SMDS if accident occurs or if pupil falls ill
- Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy
- Report to SMDS any breaches of school rules

### **QUALIFICATIONS / TRAINING AND LIKELY ABILITIES**

Literacy skills to be able to understand school policies and complete accident book  
Be able to understand, comply and work within policies: eg. school behaviour policy, child protection policy, health and safety, confidentiality and other school rules  
Be aware of cultural differences

Any other duties that are reasonable and in line with this level of responsibility.