

**Hampton Hargate Primary School  
Job Description  
Midday Supervisor**

**Post Title:** Midday Supervisor

**Responsible to:** Headteacher and Senior Supervisor

**Purpose of Job:**

Responsible under the direction of the Headteacher and senior supervisor of the school for securing the safety, welfare and good conduct of pupils during the mid-day break period, in accordance with the policies and procedures of the school

**Responsibilities:**

- 1 Supervising of the pupils in the dining hall, playground areas and school premises.
- 2 Ensuring pupils do not go in to areas 'out of bounds' or off school premises
- 3 Knowing school regulations and Health and Safety policy
- 4 Dealing with incidents of misbehaviour and reporting problems to class teachers or senior supervisor
- 5 Being aware of responsibilities under child protection legislation and reporting any concerns to the Headteacher.
- 6 Assisting with play activities
- 7 Cleaning up spillages
- 8 Ensuring tables are clean and clear
- 9 To ensure the maintenance of good order and discipline in the dining hall
- 10 Report all accidents to the Headteacher or senior supervisor
- 11 To undertake any relevant training as required
- 12 To attend staff meetings as and when required
- 13 To undertake any other relevant duties as required by the Headteacher