

## English Martyrs Catholic Primary School Job Description

<b>Job Title:</b>	Midday Supervisor
<b>Responsible to:</b>	Head Teacher
<b>Responsible for:</b>	No direct responsibility for supervising other staff
<b>Job Purpose:</b>	To supervise and ensure the safety and well being of the pupils during the lunch time period. To work under the general direction of the Office Manager
<b>Salary:</b>	B2-3 £3448.14 - £3502.19 Actual Salary per annum
<b>Hours:</b>	6.25 hours per week over 38 weeks

### TYPICAL TASKS

- **To supervise toileting and washroom activity.**
- **To escort children to and from the school dining room.**
- **To supervise the collection of meals and assist with the use of cutlery.**
- **To assist pupils when returning used plates and equipment.**
- **To supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away.**
- **To supervise classroom and outside activities.**
- **To ensure equipment is set up and re-stacked before and end of service, sweep and spot mop as necessary.**
- **To ensure an orderly return to classroom.**
- **To attend to minor accidents or to pupils who become ill.**
- **To report if an accident occurs or if a pupil falls ill.**
- **To monitor pupil behaviour, intervening as necessary in accordance with the Behaviour Policy.**
- **To report any breaches of the school rules.**

### Other

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support at all times the Catholic ethos of the school/Multi-Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.*

*This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate within the grade and job title.*