

Park End Primary School

Job Description: Midday Supervisor

Job Title: Midday Supervisory Assistant

Pay Scale -: Grade A Point 13

Hours/week: 5

Job Purpose:

To supervise pupils who remain on the school premises during midday break, ensuring that the children eat meals safely and behave appropriately.

Responsible to: Headteacher

Duties:

The Midday Supervisor will:

- ensure that pupils wash their hands before they eat;
- escort pupils to and from the dining area, as necessary;
- ensure that pupils having a school lunch are in the dining hall at the correct time;
- help younger pupils at the server counter with the proper use of cutlery, and help them cut up their food when necessary;
- assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished;
- supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use;
- report to the Line Manager any child whose diet may give rise for concern;
- take charge of groups of children in the playground or the classroom, depending on the weather;
- devise and initiate constructive play opportunities for children when required;
- ensure that children remain within a safe environment, and that they play safely;
- set suitable behaviour standards in line with school policy;
- help children acquire social skills;
- attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary;
- attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance;
- report to the Senior Teacher on Duty any acts that constitute serious infringements of school rules;
- liaise effectively and professionally with staff, teachers and parents, as required
- attend training, as required.