



Job Description

Midday Supervisory Assistant

Responsible to: Headteacher / Assistant Headteachers

Purpose of job: To assist with the supervision, custody, discipline and safety of pupils on site during the lunchtime break

The duties of the post will be allocated by the Headteacher and will include:-

Assisting (as necessary) young pupils to visit the toilet and wash hands afterwards;

Supervising the entry of pupils into the dining room;

When necessary, assisting pupils to collect meals from the distribution areas;

Supervising pupils in the dining area, encouraging suitable table manners and, in the case of young pupils, assisting in the correct use of cutlery, cutting up of meals, etc;

Encouraging pupils to eat meals and to try meals which are new to them;

Responsibility for wiping up spillages and clearing breakages during service time in the dining area;

Encouraging appropriate behaviour in the playground, or in the hall or classrooms, according to prevailing weather conditions;

Leading play activities during the lunchbreak;

Making a record of any unruly behaviour in individual lunchtime book and reporting any serious incident to the relevant class teacher;

Making a record of any incident requiring first-aid attention and reporting to a designated first-aider;

Such other duties which may be required from time to time by the Headteacher.