

Name	
Job Description	Midday Supervisor
Job Title	Midday Supervisory Assistant
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	Senior Midday Supervisor
Duties	<p>The Midday Supervisor will:</p> <ul style="list-style-type: none"> • work with individuals or small groups of pupils with a statement of special needs to ensure the children are able to access and enjoy their meals. • attend to the personal needs of the pupils immediately before, during and after the lunch break (this could include the changing of sanitary wear) • 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 servery 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 Senior MDS any child whose diet may give rise for concern; • take charge of children in the playground or the classroom, depending on 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 MDS any acts that constitute serious infringements of school rules; • liaise effectively and professionally with staff and parents as required; • attend training as required
The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.	
<p>Signed Post Holder Date:.....</p> <p>Signed Line Manager/Head teacher</p> <p>The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as immutable but may change. Any major changes will involve discussion and consultation with you.</p>	