

Job Description

Midday Supervisory Assistant

Responsible to: (i) Headteacher / Deputy Headteacher
(ii) Midday Supervisor

Purpose of job: To assist the Headteacher and Midday Supervisor 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 through the Midday Supervisor and will include:-

- (a) Assisting (as necessary) young pupils to visit the toilet and wash hands afterwards;
- (b) Supervising the entry of pupils into the dining room;
- (c) When necessary, assisting pupils to collect meals from the distribution areas;
- (d) 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;
- (e) Encouraging pupils to eat meals and to try meals which are new to them;
- (f) Responsibility for wiping up spillages and clearing breakages during service time in the dining area;
- (g) After the meal is finished, supervising play and encouraging appropriate behaviour in the playground, or in the hall or classrooms, according to prevailing weather conditions;
- (h) Making a record of any unruly behaviour in individual lunchtime book and reporting any serious incident to the Midday Supervisor;
- (i) Making a record of any incident requiring first-aid attention and reporting to the Midday Supervisor, or (as necessary) a designated first-aider;
- (j) Such other duties which may be required from time to time by the Headteacher.

This job description will be reviewed annually.

Signed _____

Date _____