

# MIDDAY SUPERVISOR JOB DESCRIPTION



<b>Job Title:</b>	Midday Supervisor
<b>Rate of Pay:</b>	£20,258 pro rata
<b>Hours:</b>	1 hour per day.
<b>School:</b>	Seaton Academy
<b>Responsible to:</b>	Headteacher

## **JOB PURPOSE**

Assisting the Headteacher in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the school.

## **PRINCIPAL ACCOUNTABILITIES**

1. Supervision and control of pupils.
2. Taking responsibility for initiating appropriate strategies.

## **MAIN DUTIES**

1. Supervision and control of pupils, including:
  - Ensuring the supervision of pupils at appropriate times and organising the effective transfer of responsibilities for pupils' welfare between midday supervisory staff and teachers
  - Ensuring that all minor problems and infringements of disciplinary rules are dealt with swiftly and effectively, reporting any emergency or serious incident to the Head or Assistant Head teacher immediately.
  - Dealing with minor accidents and securing first aid assistance for these and for serious incidents in accordance with the procedure established at the school
  - Ensuring that health and safety practices and procedures affecting pupils are maintained during the midday break
  - Assisting where necessary in ensuring that persons on the premises who are not pupils or staff are authorised and appropriately dealt with (in accordance with guidance issued from time to time)
  - Liaising with kitchen staff to ensure smooth meal service. Supervising and assisting pupils with their food where necessary. Supporting any school policies regarding meals provision. Where required, assisting with the completion of records of children dining

- Setting up and clearing away tables in the dining room
2. Child protection
    - To have due regard for safeguarding and promoting the welfare of pupils and to follow child protection procedures.
  3. Promote Healthy Eating
    - Actively promote school meals to pupils to increase an awareness of healthy eating.

*This job description is not exhaustive and the job holder may be asked to undertake duties that are commensurate with the level and grade of the role which may be delegated by the Head of School.*