# JOB DESCRIPTON FOR MIDDAY SUPERVISOR

# Woodloes Primary School

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

# POST TITLE: MIDDAY SUPERVISOR

# POST LEVEL: Scale point 2

**BROAD DESCRIPTION:**

Supervise and ensure the safety and well-being of pupils during the lunchtime period. Works under the general direction of the Senior MDS or other designated person in charge

**Responsibility for others:** The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

**Responsibility for staff:** The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

**Responsibility for budget:** The post has limited (or no) direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

**Responsibility for physical resources:** The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment.

# TYPICAL TASKS

* Supervise toileting and washroom activity
* Escort children to and from dining room
* Supervise collection of meals and assist with use of cutlery
* Assist pupils when returning used plates, trays, cutlery, glasses/beakers and clearing tables
* Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away
* Supervise classroom and outside activities, encouraging inclusion Ensure orderly return to classroom
* Attend to minor accidents or to pupils who become ill
* Report to First Aiders if accident occurs or if pupil falls ill
* Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy
* Report to Class Teachers or SLT any breaches of school rules

# QUALIFICATIONS / TRAINING AND LIKELY ABILITIES

Literacy skills to be able to understand school policies and complete accident book

Be able to understand, comply and work within policies: eg. school behaviour policy, child protection policy, health and safety, confidentiality and other school rules

Be aware of cultural differences and individual learning needs.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.