



JOB DESCRIPTION

JOB TITLE:	Midday Supervisory Assistant
RESPONSIBLE TO:	Senior Supervisory Assistant under the general direction of the Headteacher
JOB PURPOSE:	To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils

Duties and Responsibilities: Each Midday Supervisor will be allocated areas and children for whom (s)he will be responsible each day. This could vary from day to day on a rota basis. Although the area will be divided so that each Supervisory Assistant looks after a specific group or area each day (s)he must be prepared to accept a variation if any emergency calls another Midday Supervisor away.

The main areas of work responsibility will be the dining room and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant time for all concerned. The Midday Supervisor must act as a responsible caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect; and must see that the children behave at all times sensibly and quietly.

The Midday Supervisor must be aware of how to get access to the first aid equipment and to the telephone, and of the fire evacuation procedures.

Specific responsibilities include:

These will be allocated by Senior Midday Supervisor, or in her absence, by the Head Teacher and will include assisting with:

Supervision of dining areas

- Control of queues to dining areas.
- Seeing that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
- Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities. Being aware of pupils on special or restricted diets for medical reasons from information provided at the school.
- Assisting pupils where necessary in cutting up food, pouring liquids or carrying trays.
- Encouraging social skills and good table manners, ensuring safety with knives and forks.
- Seeing that any spillage is removed quickly.
- Supervising the return of used trays and cutlery by the children.
- Ensuring the pupils leave the tables clean for next occupant.
- Seeing that dining areas are left clean and tidy.



Supervision outside dining areas

- Arranging your supervision so you move around amongst the children within the area you are covering.
- Directing of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being and providing emotional support.
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc, participating in games as appropriate.
- Organising play/games as appropriate both on the playground/field and inside school on wet days.
- Discouraging any dangerous activities, try to avoid children hurting themselves, others or damaging property. Dealing with any unacceptable or challenging behaviour in line with the school Behaviour Policy and any specific incentive schemes that teachers may be using with particular children.
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures.

General

- Maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Undertaking any other duties of a similar level and responsibility as may be required.