



MID-DAY SUPERVISOR JOB DESCRIPTION

Post	Mid-day supervisor
Responsible To:	Headteacher
Contracted hours	7.5 hours per week / 38 weeks per year 11.30AM – 1.00pm

Main Purpose of the Job:

To be responsible for supervising the children during the school lunch break and during their play. The successful applicant will also be responsible for the wellbeing and safety of the children in their care and making sure that strong relationships are developed between children and school staff.

Duties

- Direct supervision of pupils throughout the midday break i.e. from the end of morning school until the start of the afternoon session.
- Encouraging children to eat healthy lunches helping children to cut up food as appropriate.
- Oversee all areas where pupils gather during the lunch break, these may include dining areas, cloakrooms, classrooms, playing field and playground as appropriate.
- Maintain acceptable standard of conduct and safety as laid down in the school policies, dealing with any problem, minor injuries and reporting breaches of discipline to an appropriate member of staff.
- There will be some need to interpret information or situations and to solve straightforward problems.
- Set up and clear away tables/ chairs and assist in the cleaning of the dining hall
- Work under the direction of the senior midday supervisor
- Any other related duties as directed by the line manager/ headteacher.

GENERAL

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

SCHOOL ETHOS

Spring Meadow Infant and Nursery School



- To play a full part in the Spring Meadow community; to support its ethos and to encourage all students and staff to follow this example.
- Actively promote the School's policies at all times.
- Comply with the School's Health and Safety Policy at all times.
- To model the professional behaviours at all times, especially under challenging circumstances. in working with challenging behaviours

In consultation with you, this job description may be reviewed and amended at any time in the light of changes to your role and responsibilities.