

# Job Description

<b>Post Title:</b>	<b>MIDDAY SUPERVISOR</b>	<b>Post No:</b>	<b>JD35</b>
<b>Department:</b>	Education	<b>Grade:</b>	<b>BEX04</b>
<b>Responsible to:</b>	Head Teacher		
<b>Responsible for:</b>	No Staff		
<b>Functional links with:</b>	Pupils and Teaching Staff		
<b>Main purpose of the job:</b> <ul style="list-style-type: none"> <li>To be responsible for the safety and welfare of children during the school lunch time break.</li> </ul>			
<b>Major Duties and Responsibilities:</b> <ol style="list-style-type: none"> <li>Reporting to the head teacher or senior midday meals supervisor any serious incident occurring during the midday break.</li> <li>Securing the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the LA.</li> <li>Supervising the pupils in the dining hall, playground areas and school premises and may include ancillary associated duties (e.g. cleaning up spillages, ensuring tables are clean etc.) and ensuring the maintenance of good order and discipline.</li> <li>Completing any necessary paperwork.</li> </ol>			
<b>Resources:</b> <ul style="list-style-type: none"> <li>None.</li> </ul>			
<b>Job Activities:</b> <ul style="list-style-type: none"> <li>Uses initiative and common sense and is assertive and consistent in any contact with pupils in order to achieve the level of discipline required to maintain order.</li> <li>Exercises judgement in reporting any serious concerns about behaviour or possible safety or security risks.</li> <li>Expected to be aware of, and comply with, relevant legislation and codes of practice particularly the Health and Safety at Work Act.</li> <li>Working outside in playground.</li> </ul>			
<b>Signed by:</b>	<b>Post holder:</b>	<b>Date:</b>	
	<b>Line Manager:</b>	<b>Date:</b>	
	<b>Job Assessor:</b> <i>(if required)</i>	<b>Date:</b>	