

## **JOB DESCRIPTION**

**Post Title:** Midday Supervisor

**Grade:** Point 14 - 17

**Responsible to:** Cover Manager

**Purpose of the Job:** To ensure the security and care of the pupils of the school and to promote their social development during the lunch time period.

### **Main Duties and Responsibilities:**

1. To supervise pupils, during the lunch periods, in dinner queue in the dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
2. To report to the Cover Manager at beginning of the lunch period and receive any instructions with regard to duties.
3. To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Cover Manager as appropriate.
4. To ensure the safety and well being of children, providing emotional support where necessary.
5. To arrange and supervise appropriate activities under the direction of the Cover Manager.
6. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures. (call for first aid assistance as necessary).

### **School Premises**

7. To supervise pupils on the school premises in the hall, classrooms, on stairs and through corridors, when they are not allowed outside because of inclement weather.
8. To:
  - take part in training appropriate to the job of midday supervisor.
  - take part in any appraisal arrangement made by the school.
  - undertake any other duties consistent with the purpose of the job.
9. The postholder will have a shared responsibility for the safeguarding of all children and young people. The postholder also has an implicit duty to promote the welfare of all children and young people.
10. Where the postholder has a budgetary responsibility, it is a requirement of the role to work within the school's financial regulations. This will involve complete monthly monitoring reports and where necessary liaison with the Cover Manager.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the DBS.