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| **ST THOMAS MORE CATHOLIC PRIMARY SCHOOL**  **JOB DESCRIPTION – MID DAY SUPERVISOR**  **Main Responsibility**  Supervise the pupils during the lunchtime period to minimise any disruption, ensure their wellbeing and maintain their safety.  **Scope for impact**  Support staff in school makes a strong contribution to pupil’s learning by making positive contributions to children’s supervision and welfare. |
| **Particular Responsibilities**   * Ensure pupils enter the dining room and are in a safe and orderly fashion and behave appropriately, and assist, as necessary during the meal break in order to ensure their safety and wellbeing. * To support the healthy eating of the pupils, this may include checking that drinks are available, assisting with cutting up food or clearing spillages and that sufficient amounts of their meals have been eaten. * Ensure plates etc. are cleared from tables in an appropriate manner and that the dining area is wiped down to maintain cleanliness and ensure a tidy, hygienic environment. * Patrol and supervise school areas used by the pupils at lunchbreak, to ensure safety and appropriate behaviour is observed, as applicable * Operate a first aid service, during the lunchbreak to deal with any accidents that occur safely and quickly. These to be reported in line with accident reporting procedures. * To supervise pupils’ mealtime activities – initiating appropriate activities and play ensuring equipment used i.e. bats, balls, footballs etc., are used appropriately to maintain the safety and well being of the pupils. * Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils’ wellbeing.   A flexible approach is required to assist with any general duties which may arise due to the absence of another member of the lunchtime team, or when special duties require the daily routine to be prioritised. |