

Job purpose:

- Under the supervision of the Senior Midday Meals Supervisor to ensure the security, safety, care and wellbeing of students and to promote their social, emotional and physical development during the lunch time period.

Main duties and responsibilities**As midday supervisor**

- to supervise students whilst eating their lunch
- to assist students and staff in clearing away and tidying the hall
- to supervise students either inside or outside of the school building, being especially vigilant as to the health and safety, welfare and security of students in accordance with the college behaviour policy
- to ensure the acceptable behaviour and safe conduct of students by maintaining good order and discipline, dealing as appropriate with all incidents of disorder, ensuring that any disruption is minimised
- to ensure students' safety by ensuring that they remain within the school site and are not in any inappropriate parts of the school grounds and/or buildings
- to offer comfort and support to students who are distressed by any situation
- to assist in maintaining a calm and respectful atmosphere around the school site
- Provide feedback to pupils in relation to behaviour
- to provide first aid treatment to students, staff and visitors (after appropriate training)
- to carry out task and duties as required by the line manager appropriate to the grading of the post
- to be prepared to undertake professional development and training

Considerations

- a. The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- b. This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed

Agreement signatures:

Post holder..... Date.....

Head of School Date

Review Date: