



Hawkhurst

Church of England Primary School

Fowlers Park
Rye Rd
Hawkhurst, Kent
TN18 4JJ

Mrs J Hacker, Head Teacher

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Job Description: Midday Supervisor

School: Hawkhurst CE Primary School

Salary: Kent Range

Responsible to: Head Teacher

Purpose of the Job:

Supervise the pupils during the lunch time period to minimise any disruption, ensure their wellbeing and maintain their safety.

Key duties and responsibilities:

1. Ensure pupils enter and leave the dining room in a safe and orderly fashion and behave appropriately in order to maintain safety and wellbeing of all pupils.
2. Ensure pupils are where they should be at lunchtime (on the playground, in the lunch hall, or attending Nurture Club).
3. To work in a professional manner as part of a team to ensure the lunch period runs as smoothly as possible. Feed back to class teacher or SLT any concerns about a particular child on the day that the concern is noted.
4. Assist the pupils, as necessary, during the break to ensure their wellbeing.
5. Assist in collecting pupils from collection point and escort to hall/classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable.
6. Operate a first aid service during the mealtime to deal with any accidents that occur safely and quickly.
7. Be aware of the school's Safeguarding Policy and report any concerns to the DSL in a timely manner.

Signed _____ Date _____

Signed (on behalf of the school) _____ Date _____