



Job Description: Midday Supervisor at St Thomas' Catholic Primary School

Job Title: Midday Supervisor

Salary: £14,856 (full-time equivalent) Hours/week: 7.5hrs/38wks

Contract: Permanent (6 Month Probationary Period)

Job Purpose:

To supervise pupils who remain on the school premises during midday break, ensuring the children eat meals safely and behave appropriately.

Dimensions:

Budget: N/A

Principal Accountabilities:

The Midday Supervisor will:

- ensure pupils wash their hands before they eat;
- escort pupils to and from the dining area, as necessary;
- ensure pupils having a school lunch are in the dining hall at the correct time;
- help younger pupils at the servery counter with the proper use of cutlery, and help them cut up their food when necessary;
- assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished;
- supervise pupils eating food brought from home, and ensure all packed-lunch equipment is cleared away after use;
- report to the Senior Midday Supervisor any child whose diet may give rise for concern;
- take charge of groups of children in the playground or the classroom, depending on the weather;
- devise and initiate constructive play opportunities for children when required;
- ensure children remain within a safe environment, and that they play safely;
- set suitable behaviour standards in line with school policy;
- help children acquire social skills;
- attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary;
- attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance;
- report to the Senior Midday Supervisor any acts that constitute serious infringements of school rules;
- liaise effectively and professionally with staff, teachers and parents, as required
- attend training, as required.