**St Katherine’s School & Nursery**



**Job Description**

**Midday Supervisor**

**Line Manager:** Senior leaders.

# Main Role:

Overseeing pupils’ care and welfare during the lunch break, in the playground and elsewhere on the school site.

# Procedures for Lunch Hall/Classrooms:

* Encourage pupils to eat their lunch.
* Ensure pupils at all times behave appropriately in order to maintain safety and wellbeing of all pupils.
* Assist the pupils, as necessary, during the meal break.
* Maintain a clean and tidy environment.

# Procedures for The Playground/field:

* Position appropriately to be able to observe children at all times.
* Carry out basic first aid providing bump notes and report any concerns to office.
* All injuries to the head must have a note to parents and reported to school office.
* All incidences with 1:1 pupils must be reported to the 1:1 teacher assistant.

# Other Procedures:

* Attend relevant training provided by the school
* Ensure awareness of children who have specific individual needs
* Meet with a Senior Leader once a week.
* Report any concerns regarding safeguarding to a DSL, ensuring the safety and wellbeing of all children.
* Play a role in formulating and reviewing the Strategic Document.
* Take an active role in their appraisal to support teaching, learning and career progression.
* Follow the Behaviour Policy at all time and model appropriate behaviour.
* Know and follow all the schools polices, especially around safeguarding.

Name:

Date:

Signature: