

SEFTON METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

School: Netherton Moss Primary

Post: Midday Supervisor

Grade: Grade A Level 1

Section:

Responsible to: Headteacher

JOB PURPOSE

To ensure the safety and good behaviour, of all pupils, during lunch time and to assist them in acquiring good practices in line with school expectations and policies.

MAIN DUTIES

The Midday Supervisor will:

- ensure that pupils wash their hands before they eat;
- escort pupils to and from the dining area, as necessary;
- ensure that pupils having a school lunch are in the dining hall at the correct time;
- help younger pupils at the counter and encourage the proper use of cutlery
- assist pupils with the return of used plates, cutlery and beakers and with the cleaning of tables when lunch is finished;
- supervise pupils eating food brought from home and ensure that all packed lunch equipment is cleared away after use;
- report any concerns to class teachers at the end of lunch time;
- supervise children in the playground or the classroom, depending on weather following our Security Policy
- devise and initiate constructive play opportunities for children when required;
- ensure that children remain within a safe environment and that they play safely;
- set suitable behaviour standards in line with our Behaviour 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;
- liaise effectively and professionally with staff as required;
- attend training as required.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.