



St Joseph

Catholic Multi Academy Trust

JOB DESCRIPTION and PERSON SPECIFICATION

Job Title:	Midday Supervisor	Grade:	SCP 2 £23656 (£4009.53 pro rata)
Area/Section:	St Nicholas' Catholic Academy	Salary:	
Reports to:	Headteacher	Hours:	7.5 hours per week
Date Prepared:	November 2024	Contract:	38 weeks

General duties

Responsible under the direction of the Headteacher, individually or as a member of a team for securing the safety, welfare and good conduct of pupils during the midday break period in accordance with established practices and procedures.

Main Duties:

- To supervise the hall or classroom at meal times, supporting pupils to eat lunch
- To supervise the playground area during the lunchtime period
- To supervise indoors during wet lunchtimes
- To be part of the team that covers the basic first aid of children during lunch time, recording any accidents in the first aid book & We Are Every system
- To implement the school behaviour policy during lunch time
- To work as part of the lunchtime team and to support colleagues where appropriate
- To assist in providing general care and welfare to children
- To help the children organise games and help them to play appropriately
- To supervise and control groups or individual children
- To contribute to the maintenance of a safe environment for the children
- To undertake any other duties that the headteacher may deem reasonably appropriate to the role of the lunch time staff
- Ancillary associated duties, e.g clean up spillages, ensuring tables are clean also individual specialist chairs are clean
- To follow school's guidelines for Health & Safety and Child Protection/Safeguarding

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

Midday Supervisor person specification

Skills and experience	
Essential	Desirable
<ul style="list-style-type: none">• Experience of working with children• To work as a member of a team	<ul style="list-style-type: none">• Previous experience of working as a Midday Supervisor• Experience of administering first aid