



The District CE Primary School

Midday Supervisor

Grade: SCP 3

Responsible to: Head Teacher, or other designated officers.

Purpose of the Post: Responsible under the direction of the head teacher of the establishment of such officer as may be designated by the Authority, individually or as a member of a team, for securing the safety, welfare and good conduct of the children and follow the practices and procedure of the School and Local Authority.

Duties and Responsibilities:

1. The supervision of the pupils in the dining hall, playground areas and school premises and may include associated duties.
2. Cleaning up spillages and ensure tables and the surrounding areas are clean and clear
3. Supervise hand washing and assist and support children to use good table manners and cutlery.
4. Maintain good order and discipline in line with the school behaviour policy and the lunchtime charter.
5. Promote positive behaviour through high quality interactions, assisting play, promoting positive relationships and providing Dojo rewards.
6. Feedback to class teacher – positive behaviour observed and issues arising.
7. Monitor the toilets and ensure cleanliness for the afternoon session.
8. Encourage children to follow health and safety requirements – clear and cloakroom spaces.
9. Adhere to the school dress code.
10. Report all accidents to the Head or designated officer.

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

To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.

To comply with the School's Whistle Blowing Policy.

To comply with the School's comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.



To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.

This post is subject to Enhanced Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within the job description reflect the content of the job at the date it was prepared.

However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.