

Job Description

Post Title:	Midday Supervisor - Main School
Post Grade:	Basic Midday Rate for all hours worked.
	The entitlement to a free meal is to be taken in own time. Subject to NJC conditions of service manual workers. The period of employment relates to the duration of the midday break.
Function:	To supervise pupils during the mid-day period, ensure that all pupils are supervised in all areas of school.
Responsible to:	Senior Midday Supervisor
Responsible for:	Supervision of pupils at the School and certain specific locations during the midday period.

Duties and Responsibilities

Supervisors should move to the areas they patrol five minutes before the bell goes.

1. To patrol the grounds to ensure safety.
2. When the bell goes for the end of lunchtime, supervisors are still on duty and should be in their patrol areas. If relevant they should make sure pupils follow the one-way system.
3. Supervisors should send pupils into rooms (as appropriate) or outside. Groups of pupils should not remain in corridors, unless it's a wet break.
4. Supervisors may patrol while talking to one or two pupils. While on duty, supervisors must respond to the behaviour of pupils around them.
5. Supervisors must discourage the dropping of litter, use of bad language or aggressive behaviour.
6. Any examples of rudeness or over-familiarity (e.g. touching or personal comments) must be reported immediately.