

## **Saint Benedict Catholic Voluntary Academy**

### **Job Description – Midday Supervisor**

The name 'midday supervisor' (MDS) is a bit of a misnomer, as our MDS roles are many and varied throughout the school day. However, having said that, the main role of the MDS team in our school is to ensure that break and lunchtimes can run smoothly in a caring and supportive environment. The duties below are carried out by our dedicated team to enable our pupils to find school a safe and relaxing environment. We believe that this is essential for our students to learn. Many of the duties outlined below are not undertaken every day, but do provide the opportunity for personal development.

- Supervise pupils throughout the site with enforcing school policies, with particular regard to uniform and behaviour.
- Prepare the dining hall ready for lunch.
- Clean tables and sweep in the dining hall.
- General cleaning duties as required.
- Providing a 'listening ear' for pupils who need them.
- Other administrative/supervisory tasks as necessary.
- Undertake any other duties as directed by the Headteacher.
- Attend in servicing training events as directed, subject to working time covering the said event. Make known to the line manager or staff development officer any perceived training needs.
- Work as part of a team putting the school's mission statement into practice.
- Must be prepared to undertake first aid training and to carry out first aid duties if required.