



JOB DESCRIPTION

Midday Supervisor

Post Title: Midday Supervisor

Responsible to: Headteacher

Purpose of the Job: To ensure the security, safety and wellbeing, and care of the pupils of the school and to promote their social, emotional and physical development during the lunch time period.

Main Duties and Responsibilities:

1. To arrange and supervise appropriate play and physical activities.
2. To supervise pupils, during the lunch period, in the playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
3. To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents as appropriate.
4. To ensure the safety and wellbeing of children, providing emotional support where necessary.
5. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
6. Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
7. To supervise and control entrance and exit by pupils during the lunch break to school premises and ensure calm, orderly conduct in accordance with the school's high expectations.
8. To check on any strangers who may enter the school grounds and report any concerns.
9. To ensure that pupils who leave the school site have permission to do so.

School Premises:

10. To supervise pupils and promote good behaviour on the school premises in the hall, classrooms, through corridors, during lunchtimes and in addition when children are inside because of inclement weather.
11. To ensure that, when classrooms are used during the Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
12. To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems.
13. To take part in training appropriate to the job of midday supervisor.
14. To take part in any appraisal arrangement made by the school.
15. To undertake any other duties consistent with the purpose of the job.

High Ham C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Regular vetting will take place both before and during employment.

The school is committed to the implementation of equal opportunities principles, monitoring and active promotion of equality in all aspects of the school community, including staffing and employment. High Ham C of E Primary School will endeavour to ensure that the opportunities to succeed are equal for all.

Employee Date



Line Manager Date

Headteacher Date

Signed Date.....

