



## **Job Description**

### **Midday Supervisory Assistant**

#### **Core Purpose**

To be responsible to the Head teacher, through the School Business Manager, or other designated person, for the supervision of children during the midday break. Helping to promote good eating habits, supervision in the playground, caring for children's physical safety and welfare for a period of 1 hour and 30 minutes daily during school term time.

#### **General Midday Supervisory Assistant Duties**

Be responsible for the supervision and care of children to ensure their safety and well-being:

- In the hall whilst they are eating and during wet lunch breaks in the classrooms
- In the playground, corridors, cloakrooms and toilets
- During movement around the premises

#### **This includes:**

- Encouraging the children to eat sensibly
- Praising good manners and encouraging polite and co-operative behaviour
- Expecting calm and orderly movement around the hall, in the corridors and cloakrooms
- Leading children outside
- Moving about the playground to intervene before problems arise
- Encouraging games and play which is not rough or likely to damage clothing
- Administering first aid or changing children who have had an accident and keeping records of incidents in the accident book
- Reporting any incidents involving accidents, damage to property or significant misbehaviour to the class teacher through the use of the Lunch time incident books

#### **You are required to ensure that:**

- You are available to assist in setting the hall up ready for lunch, including setting out tables and chairs, wiping down tables and setting up places in accordance with direction from the Senior Midday Supervisor
- You supervise children entering the hall and guide them to appropriate tables
- You support children with serving their meals and/or opening packets if having packed lunch, encourage all children to eat their meals and promote good table etiquette and behaviour

- Spillages are cleared up immediately
- Tables are cleared and puddings distributed
- Lunch boxes are returned to the trolley and the trolley returned to its allotted space in the corridor
- Tables are wiped and put away
- Trolleys are wiped and stored away
- That floors are swept and mopped where required and window sills are left clean
- The classroom/hall is cleared and available for use no later than 13:05.

**You are also required to:**

- Follow all school policies, but in particular those relating to Health and Safety, First Aid Procedures, Behaviour, Code of Conduct and Confidentiality and Child Protection
- Work as a member of a team

In addition to the duties outlined above, general conditions agreed nationally apply to this position. These relate to complying with legal requirements, codes of practice and working conditions inherent in the job.