

## **Job Description - Midday Supervisor**

**Hours/week: 12.00 noon – 1:30 p.m.**

### **Job Purpose:**

- *To supervise pupils while they are having their lunch, ensuring that the children eat meals safely and behave appropriately*
- *Supervise children during playtime*

**Responsible to: Head of Lower School**

### **Duties:**

- Dish up the food for the children
- Supervise pupils eating food, ensuring that good table manners are adhered to
- Clear tables when lunch is finished
- Escort pupils from the dining area, as necessary
- Report to the Head of Lower School any child whose diet may give rise for concern
- Take charge of groups of children in the playground or the classroom, depending on the weather
- Devise and initiate constructive play opportunities for children when required
- Ensure that children remain within a safe environment and that they play safely
- Set suitable behaviour standards in line with school policy
- Help children acquire social skills
- Seek appropriate assistance to minor accidents sustained during the midday break
- Seek appropriate assistance if a child becomes ill during the midday break
- Report to the Head of Lower School, any acts that constitute serious infringements of school rules
- Liaise effectively and professionally with staff and teachers, as required
- Attend training and meetings, as required
- To set an example to all children by personal attitude of co-operation, consideration and caring relationships to all members of the school.