

WALSDEN ST PETER'S PRIMARY SCHOOL

Job Description

Post Title: Primary Mid-Day Supervisor

Function: To supervise pupils during the mid-day period in all areas of the school.

Responsible to: Senior mid-day supervisor

Responsibilities and Duties

1. To supervise pupils during the mid-day break and to ensure that school premises and grounds are supervised in a manner acceptable to the Headteacher at Walsden St. Peter's School.
2. To supervise cloakroom areas and check washing of hands, toileting of children.
3. Take groups of children to various areas, e.g. hall, playground etc.
4. Supervise children in the dining area, send children in rotation for meals.
5. Ensure that a constant check is made in all parts of the dining area.
6. Ensure that children are encouraged to try the food, use cutlery correctly and observe table manners.
7. Check with person in charge of the kitchen regarding special diets. Watch for children on special diets.
8. Ensure that any spillage is wiped up immediately.
9. Supervise cleaning of tables and stacking of crockery and cutlery and scraping of plates.
10. Replace dining tables after use.
11. Ensure that children are appropriately dressed for the weather condition.
12. Circulate in the playground and any other area designated to you.
13. Ensure that attention is paid to possible problem areas and help to sort out situations where conflict arises.
14. Organise games for groups of children e.g. skipping, ball games etc.
15. During inclement weather ensure that you supervise the class for which you are responsible – ensuring that all wet playtime games are put away tidily and children are ready for the teacher.
16. Report all accidents and incidents to the Senior mid-day Supervisor and complete the accident book or form, if required.
17. At the end of the lunchtime period ensure hand over to the teacher on duty.
18. To be aware of the terms of employment.
19. To ensure that the Calderdale Policy on Health and Safety is observed at all times.
20. Procedures and Policies regarding Safeguarding are to be observed at all times.