

**ST. OSWALD'S CE PRIMARY SCHOOL
JOB DESCRIPTION**

SCHOOL: St. Oswald's CE Primary School, Netherton

**NAME
EMPLOYEE
NO.**

POST Mid-day Supervisor

GRADE

DATE

Responsible To: The Headteacher
Line Manager: Mrs C Clarke

Responsible For: Securing the safety, welfare and good conduct of pupils during the Mid-day break period in accordance with good practice and procedures as a member of a team.

Duties General:

SUMMARY OF MAIN DUTIES

- Assistance to teaching staff with supervision of washing hands before the meal and orderly entry of children into the dining hall.
- Supervision of pupil in the dining hall including general advice on table manners and procedures eg. Correct use of knife and fork.
- Supervision of pupil in playground areas and on school premises after lunch. This will include assisting in appropriate outdoor activities and wet weather activities.
- Ensuring that child have been to the toilet and washed their hands ready for afternoon school.
- Administering with simple first aid in school, comfort and clean child as necessary.
- Promoting the school's positive Behaviour Policy and actively modelling appropriate language and manners.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupil to take responsibility for their own behaviour in line with established school policy.

- Encourage pupil to interact with others positively and engage in activities in the playground.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned.)
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Be willing to undertake training as necessary.

Designation: **Mid-day Supervisor**
Name:
Signed:
Date:

Designation: **Headteacher**
Name:
Signed:
Date: