



## **ASH CROFT PRIMARY ACADEMY**

### **JOB DESCRIPTION – MID-DAY SUPERVISOR**

#### **Midday Supervisors' Duties**

The duties will be as allocated by the Head of Academy and will include:

- (a) Responsibility to the Head of Academy for the supervision of children throughout the mid-day break (i.e. the interval between the close of morning school and the re commencement of school in the afternoon)
- (b) Setting up the tables and chairs before lunch
- (c) supervision of queues waiting to enter the dining hall.
- (d) Supervision of the dining hall during the service of meals and in the training of good eating habits and table manners. Reporting any negative behaviour to the Head of Academy.
- (e) Supervision of all areas both inside and outside where pupils congregate during lunchtime.
- (f) Supervision of children in a class area at wet lunchtimes and providing appropriate activities.
- (g) Checking to see that all pupils return to the care of teachers at the end of the lunch period.
- (h) Wiping down tables and chairs and stacking them away and leaving the dining hall in a tidy condition.
- (i) Helping to deal with minor first aid and informing the Head of Academy of any concerns.
- (j) Supervision in the playground to encourage interactive play and also ensuring the safety and welfare of the pupils.
- (k) Carrying out any other duties given by the Head of Academy reasonably falling within the purview of the job.
- (l) Adhering to all academy policies and attending appropriate training to include safeguarding

Signed..... Date.....