

Job Description

Directorate: Children's Services

Post Title Mid-day Supervisor AA689

Evaluation 397 Points **Grade:** N4

Responsible to Head Teacher

Responsible for Supervisory Assistants

Job Purpose Responsible to the Head Teacher and to ensure the safety and welfare of pupils on the school site during the mid-day break, and for the safe conduct of pupils leaving and arriving at the school at the commencement and near the end of the mid-day break.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Day to day supervision of Supervisory Assistants.
- 2 Supervision of pupils taking a school meal as well as other pupils on site during the mid-day break.
- 3 Liaise with kitchen staff to ensure that pupils with special dietary needs are provided with the correct meal.
- 4 Maintaining discipline throughout the lunchtimes break in accordance with guidance given by the Head Teacher and to report back accordingly.
- 5 Ensuring that an accurate record of incidents is maintained using appropriate procedures, such as incident book or accident book, in order to fulfil the LEA's legal obligations.
- 6 The supervision of pupils returning to the premises at the end of the mid-day break.
- 7 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 8 The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

January 2007