

# LOUGHTON SCHOOL

## JOB DESCRIPTION TO BE PERFORMED BY MIDDAY SUPERVISOR

**Job Purpose:** Midday Supervisor

To support and contribute towards the smooth, efficient and safe running of the school by providing supervision for all pupils on the school premises during the lunch time period.

**Responsible to:** Deputy Headteacher

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### **Key Tasks and Activities**

- Have confidence in dealing with children, maintaining discipline and motivation.
- Supervise all children on school premises (buildings and grounds) before during and after they have eaten lunch.
- Ensure the health and safety of all children in accordance with the school's policies and procedures.
- Organise and supervise appropriate activities for children as agreed with the Year Leader/Headteacher/Deputy Headteacher.
- Ensure the care and well-being of all children in the school.
- Report any incidents of concern to a teacher or member of the management team.
- Supervise children using the cloakroom, toilet facilities and supervise them at play time.
- Attend courses/training sessions in order to support individual professional development and the development of the school.
- You may occasionally (no more than termly) be asked to attend meetings/training outside of your working hours and would be paid for your time.

### **Key Skills and Competencies:**

- Contribute to the security and safeguarding of the children.
- Ability to adhere to working procedures and policies within the school environment.
- Ability to work constructively as part of a team.
- Confidence in dealing with children, maintaining discipline and motivation.
- Ability to relate well to children and adults.
- Experience of working with or caring for children of relevant age.
- To communicate clearly and be able to understand written and verbal instructions.
- Understanding of the basic principles of health & safety in a school environment including.

### **General:**

- To play an active role in functions associated with the life of the school. (e.g. concerts, photographer, medicals etc.).
- Review and develop own practice e.g. attending courses.

Signed \_\_\_\_\_  \_\_\_\_\_

Head teacher: Rebekah Green

*This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances. It does not form part of your contract of employment.*