



# AVENUE PRIMARY ACADEMY

## JOB DESCRIPTION

### MIDDAY SUPERVISOR

#### **Purpose of the Job**

To assist the Headteacher and the Senior Midday Supervisor in providing supervision on the premises during the midday break. Avenue Primary School require midday supervisors to be involved in encouraging children to eat & enjoy their lunch be it a school dinner or packed lunch

#### **Main Duties**

- ◇ Identify child safeguarding concerns by being vigilant for signs of abuse or neglect. Take appropriate action and report concerns to the Child Protection Officers and follow the school's child protection and safeguarding policies.
- ◇ Maintain an attitude of 'it could happen here' when it comes to child protection.
- ◇ General supervision of children during the lunch period, in the dining hall.
- ◇ Supervising children washing hands etc. before eating, as required
- ◇ Ensuring children tidy up/clear up in a satisfactory manner
- ◇ Have a positive approach to behaviour management in line with our school's policy working with the schools rights respecting lunchtime charter
- ◇ Working in close co-operation with other school staff, being part of the school team
- ◇ Report any concerns to Senior Midday Supervisor
- ◇ Contributing to the positive ethos of the school ensuring children are happy during the lunch break
- ◇ Willingness to undergo relevant training, as available
- ◇ Awareness of relevant school policies:

*eg Equal Opportunity, Behaviour (including Racial Harassment, Bullying, school rules), school's first aid and fire evacuation procedures, Health and Safety procedures. Child Protection issues.*

#### **General Duties**

In addition to the foregoing, the following general duties apply:

All duties must be carried out to comply with:

- a) The Health and Safety at Work Act
- b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements
- c) Nationally agreed Codes of Practice which are relevant

All duties will be carried out in the working conditions normally inherent in the particular job.

Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.