



## Central Bedfordshire Council

### Job Description

**Job Title:** Midday Supervisory Assistant at Derwent Primary School.

**Line manager:** Senior Midday Supervisor under the general direction of the Head of School.

**Job Purpose:** To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils.

#### **Main duties and responsibilities:**

1. Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
2. Supervision of hand washing as required.
3. Supervision of pupils' entry into the dining room, including any walk or journey to the dining room which might be required and consistent application of behaviour expectations in moving around school.
4. Assistance for pupils where necessary to carry trays to tables and to return empty dishes to the service counter.
5. Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillages if required to ensure the hall remains safe for use.
6. Maintain a kind, cheerful demeanour with children to ensure lunchtimes are as warm and happy a time during the school day as possible.
7. Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
8. Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy. Organising play and indoor games as appropriate inside school on wet days with the support of the Senior Midday Supervisor.
9. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

*We are a values based federation.*

*We respect ourselves; we respect others; we respect our environment.*