



BEARBROOK COMBINED SCHOOL AND PRE-SCHOOL

Empowerment • Nurture • Integrity • Respect • Trust

GREAT LEARNERS TRUST

JOB DESCRIPTION

MID-DAY SUPERVISOR

Duties:

To report to the school each day at a time specified by the Headteacher and to carry out any instructions s/he might give from time to time. In general, these will include:

1. Supervision of all pupils remaining on the school premises during the lunch period, both in the school buildings and grounds. This involves supervision of children before, during and after they have eaten their lunches.
2. To ensure the safety of pupils at all times including awareness and monitoring of children with allergies.
3. To ensure the prevention of damage to the buildings, equipment and grounds.
4. To provide minor first aid for cuts and grazes etc, sending children up to the office if they have more serious complaints or have bumped their heads.
5. To promote "Food for Life", encouraging the children to enjoy their food and to make healthy choices.
6. To organise and supervise suitable activities for pupils if required to do so by the Head Teacher.
7. If on duty in the dining room, to wipe tables and benches after each sitting and ensure that the environment is clean, welcoming and pleasant for the children.
8. To supervise the children clearing their lunch plates.
9. To work alongside the kitchen staff to ensure new cutlery, glasses and jugs of water are provided for the children.
10. To sweep and spot mop floors during and after lunches.
11. To maintain high expectations in terms of behaviour from the pupils. To follow the school's behaviour policy, reporting all incidents to the appropriate teachers and / or log on the school's behaviour monitoring system. To provide positive encouragement in the form of praise and stickers for children who behave well.
12. Any other duties requested by the Headteacher. These duties may vary from time to time without changing their general character or the level of responsibility entailed.