

Mid-Day Supervisor

Line Manager Senior Mid-day Supervisor

Purpose of Job

The Mid-day Supervisor is responsible to the Senior Mid-day Supervisor for the effective supervision of the school's pupils in and about the premises and site(s) of the school during the school day

Main Activities and Responsibilities

Receiving direction and guidance from the Senior Mid-day Supervisor on the supervisory and welfare needs of pupils and applying these in accordance with the particular needs of the school.

Assisting where necessary in ensuring that persons on the premises who are not pupils are authorised and appropriately dealt with (in accordance with guidance issued by the Authority from time to time).

Ensuring that health and safety practices and procedures affecting pupils are maintained

Exercising general responsibility for the behaviour of pupils during the school breaks and while they are outside of the classroom

Dealing with any cases of unruly or unsocial behaviour by pupils, whether encountered personally or referred by mid-day supervisor

Ensure the dining areas are left clean and tidy

Ensure outside areas used by students are safe and tidy

Undertake first aid training and support the school in administering first aid

Basic use of computers – for example to log First Aid / safeguarding incidents

To undertake any other work as appropriate to the level and general nature of the duties of the post, including filing photocopying, being responsible for lost property and second hand uniform, patrolling the building etc

All job descriptions are subject to review and modification according to changing needs and circumstances.