



## **ST ANDREW'S CE (VA) INFANT & JUNIOR SCHOOLS FEDARATION JOB DESCRIPTION**

**POST TITLE:** **Midday Supervisor**

**GRADE:** **Scale 1b SCP 2**

1½ hours a day. The period of employment relates to the duration of the midday break.

**RESPONSIBLE TO:** The Senior Midday Supervisor, Assistant Headteacher

**RESPONSIBLE FOR:** Supervision of pupils at St. Andrew's CE (VA) Infant School under the direction of the Senior Midday Supervisor (Subject to the overall responsibility of the Deputy Executive Headteacher)

### **PURPOSE OF THE JOB**

To ensure the midday period operates effectively and efficiently, under the guidance of the Senior Midday Supervisor

### **MAIN DUTIES AND RESPONSIBILITIES**

1. To ensure that the pupils throughout the premises are supervised in a manner acceptable to the Headteacher.
2. To undertake all duties identified in the General Grade of Midday Supervisor as necessary.
3. To contribute to the overall work and aims of the school. To appreciate and support the role of colleagues and other professionals and to enable the school to fulfil its development plans, etc.
4. To be familiar with the school policy on Health and Safety and to ensure that it is observed at all times e.g. ensure any broken resources are removed; ensure tripping hazards are removed or reported.
5. To read and become thoroughly familiar with Fire Evacuation procedures and to follow them if the fire alarm is sounded.
6. Ensure that children are appropriately dressed for the weather conditions.
7. Use the school behaviour policy to give appropriate awards and ensure children follow school rules.
8. Inclement weather. Ensure that for these periods you are aware of the areas available and for which children you are responsible.
9. To report and record all accidents and incidents and complete accident forms if required.
10. To attend relevant training courses as required.
11. Comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
12. Undertake any other duties appropriate to the grade of the post as required.