

JOB DESCRIPTION

Title: Senior Midday Supervisor

Responsible to: Team Leader for Midday Supervisors

Purpose of the job: Acting as part of a team, to take care and of and control the students on the school premises during the mid-day break between the morning and afternoon teaching sessions.

Example Duties and Responsibilities:

- To maintain the safety, welfare and good conduct of the pupils during the mid-day break.
- To be responsible for the safe return of all pupils to the care of the teachers at the end of the mid-day break.
- To understand and be able to implement the necessary sanctions for maintaining good order and keeping to school rules, including liaising with Pastoral Support and Learning Managers when necessary
- To advise Pastoral Support team of infringements so that detentions can be issued.
- To provide guidance and routine advice to pupils as appropriate.
- To alert Team Leader of any concerns regarding an individual child or group of children.
- To take a lead in dealing with minor accidents and to report any serious incident to Team Leader at the earliest opportunity.
- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.
- To administer basic first aid, (if trained to do so), as required
- To clear tables when meals are finished in Canteen and clear up any associated spillages
- To attend relevant training and meetings as required.
- To read and keep up to date with new information and emails from Team Leader
- To respect confidentiality at all times.