

## Job Description

### Midday Supervisory Assistant

**Responsible to:** (i) Headteacher / Deputy Headteacher  
(ii) Midday Supervisor

**Purpose of job:** To assist the Headteacher and Midday Supervisor with the supervision, custody, discipline and safety of pupils on site during the lunchtime break

**The duties of the post will be allocated by the Headteacher through the Midday Supervisor and will include:-**

- (a) Assisting (as necessary) young pupils to visit the toilet and wash hands afterwards;
- (b) Supervising the entry of pupils into the dining room;
- (c) When necessary, assisting pupils to collect meals from the distribution areas;
- (d) Supervising pupils in the dining area, encouraging suitable table manners and, in the case of young pupils, assisting in the correct use of cutlery, cutting up of meals, etc;
- (e) Encouraging pupils to eat meals and to try meals which are new to them;
- (f) Responsibility for wiping up spillages and clearing breakages during service time in the dining area;
- (g) After the meal is finished, supervising play and encouraging appropriate behaviour in the playground, or in the hall or classrooms, according to prevailing weather conditions;
- (h) Making a record of any unruly behaviour in individual lunchtime book and reporting any serious incident to the Midday Supervisor;
- (i) Making a record of any incident requiring first-aid attention and reporting to the Midday Supervisor, or (as necessary) a designated first-aider;
- (j) Such other duties which may be required from time to time by the Headteacher.

**This job description will be reviewed annually.**

Signed \_\_\_\_\_

Date \_\_\_\_\_