



**All Saints'**  
*family, faith, flourish*

## **JOB DESCRIPTION**

**Job Title:** Mid-Day Supervisor

**Grade:** Grade 3

### **Purpose of the Post**

Responsibility for the supervision of children throughout the mid-day break

### **Accountable To**

Line managed by the Senior Mid-Day Supervisor under the direction of the Headteacher, Deputy Headteacher, School Business Manager, Senior Teacher as applicable.

### **Supervisory Responsibilities**

None specified

### **Duties and Responsibilities – Specific**

Supervise children during preparation for lunch, e.g. toilet, handwashing and lining up.

Encourage children to eat a healthy balanced diet.

Promote a safe and secure environment for children at all times.

Treat minor first aid casualties, report to teacher concerned and record in accident book. Complete accident form for parents if appropriate.

Provide appropriate care for children who are unwell at lunchtime.

Support the behaviour and discipline policies of the school.

Work as part of a team.

Check and flush all toilets at the end of dinner time.

Encourage children to play structured games on the playground and indoors during wet play.

Attend first aid training when available.

### **Duties and Responsibilities – General**

Act in accordance with the academy's Equality and Human Rights policy.

Co-operate with the academy in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.

Carry out the duties and responsibilities of the post in compliance with the academy's equal opportunities policies.

Maintain confidentiality and observe data protection and associated guidelines where appropriate.

Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

To take annual leave during school holiday times only.