**St Georges C of E (A) Primary School**

**Job Description**

**Job Title: Senior Midday Supervisor**

**General Duties:**

To deploy the Midday Supervisors as efficiently as possible, so that all pupils have a pleasant and sociable lunchtime.

The duties of the Senior Midday Supervisor will include all duties for Midday Supervisors with additional responsibility:

1. Be responsible to the Headteacher/School Business Manager for the safety, welfare and conduct of pupils and of others on the site during the midday break;
2. Supervise Midday Supervisors in their duties;
3. Organise the children within dining hall ensuring orderly queues and directing children to tables;
4. Supervising in the dining room encouraging development of good eating habits and table manners;
5. Maintain a reasonable noise level in the dining room;
6. Supervise the clearing of tables in an orderly manner whilst making allowances for slow eaters;
7. Ensuring any spillages or breakages are dealt with swiftly and efficiently;
8. Supervising pupils in the playground or on wet days in the classroom ensuring that there is suitable play equipment in use on the playground and in the classrooms during wet lunchtimes;
9. Organising games and activities in the playground;
10. Challenging inappropriate behavior and providing pupils with boundaries of acceptable behavior;
11. Ensure that first aid is provided in the case of an accident or illness, and that any accident is recorded in the accident book;
12. Inform the Headteacher in the case of a serious illness or accident;
13. Liaise with class teachers when necessary regarding children;
14. Attend relevant training when requested;
15. Undertaking other duties which may be required by the Headteacher;