



JOB DESCRIPTION

MIDDAY SUPERVISOR PRIMARY	
Salary	Scale B – Point 2
Working pattern	Term time only Hours to be Agreed
Section	Support Staff
Responsible to	Headteacher/Chef/Manager
Responsible for	There is no line management with this position
Job Purpose	Supervise and ensure the safety and well-being of pupils during the lunchtime period. Works under the general direction of the Senior MDS and members of the senior leadership team.
Duties & Responsibilities	<p>The current main areas of responsibility are as follows but all staff within school are expected to show flexibility in the reviewing of responsibilities to meet the school's needs, which may change from time to time.</p> <ul style="list-style-type: none"> • Supervise toileting and washroom activity • Escort children to and from dining room • Supervise collection of meals and assist with use of cutlery • Assist pupils when returning used plates, trays, cutlery, glasses/beakers and clearing tables • Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away • Supervise classroom and outside activities, encouraging inclusion • Ensure orderly return to classroom • Attend to minor accidents or to pupils who become ill • Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy • have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the school • Ensuring Health & Safety procedures are followed at all times • Participate in the school's line management and appraisal process • Perform any other reasonable tasks within the range of the salary grade

Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES