

Recognising and celebrating the presence of Christ in one another.

**St Mary of the Angels Catholic Primary School**

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Headteacher: Mrs N. Hill



**Job Description: Midday Supervisor at St Mary of the Angels**

**Job Title: Midday Supervisory Assistant**

**Hours/week: 6.25hrs per week**

**Job Purpose:**

To supervise pupils during midday break, ensuring that the children eat meals safely and behave appropriately.

Responsible to: Senior Midday Supervisor

**Duties:**

The Midday Supervisor will:

* always act in accordance with the school mission statement, upholding the values and ethos of the distinctive Catholic nature of St Mary of the Angels
* ensure that pupils wash their hands before they eat and on entry to the hall from play;
* escort pupils to and from the dining area, as necessary;
* ensure that pupils having a school lunch are in the dining hall at the correct time;
* help younger pupils with the proper use of cutlery, and help them cut up their food when necessary;
* assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished;
* supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use;
* report to the Senior Midday Supervisor any child whose diet may give rise for concern;
* take charge of groups of children in the playground or the classroom, depending on the weather;
* devise and initiate constructive play opportunities for children when required;
* ensure that children remain within a safe environment, and that they play safely;
* set suitable behaviour standards in line with school policy;
* help children acquire social skills;
* attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary;
* attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance;
* report to the Senior Midday Supervisor any acts that constitute serious infringements of school rules;
* liaise effectively and professionally with staff, teachers and parents, as required
* attend training, as required