



JOB DESCRIPTION MIDDAY SUPERVISOR (BAND B 2-3)

BROAD DESCRIPTION:

Supervise and ensure the safety and well-being of pupils during the lunchtime period.
Works under the general direction of the Senior MDS or other designated person in charge.

Responsibility for others: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

Responsibility for staff: The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for budget: The post has limited (or no) direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

Responsibility for physical resources: The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment.

TYPICAL TASKS

- ☒ 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
- ☒ Report to SMDS if accident occurs or if pupil falls ill
- ☒ Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy
- ☒ Report to SMDS any breaches of school rules

QUALIFICATIONS / TRAINING AND LIKELY ABILITIES

- ☒ Literacy skills to be able to understand school policies and complete accident book
- ☒ Be able to understand, comply and work within policies: eg. school behaviour policy, child protection policy, health and safety, confidentiality and other school rules
- ☒ Be aware of cultural differences

