

# West Lodge School Ltd

## Educational Trust

Mrs S Webb - Head Teacher

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Sidcup  
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DA15 7DU

### **JOB DESCRIPTION: MIDDAY SUPERVISOR**

Working hours: 2 hours per day

Salary Scale: £8.35 per hour

This job description is subject to the provisions of the Education Acts and other legislation currently in force, any orders or regulations under the terms of those acts, the articles of government of the school, and the policies of the Governing Body.

The Midday Supervisor will work under the direction and supervision of the Head Teacher, who may delegate aspects of such direction and supervision to the Deputy Head Teacher and/or any Senior Midday Supervisor.

In particular the Midday Supervisor will be responsible for:

#### Canteen and lunch supervision:

- i supervising children going to and from the canteen
- ii supervising children in the canteen while they are eating, clearing away, queuing, choosing food, etc.
- iii clearing spillages, etc.
- iv cleaning canteen tables and seats
- v clearing trays, taking them into the Kitchen

#### Corridor and Playtime Supervision:

- i supervising children moving through corridors and other parts of the school building
- ii supervising children playing on the playground, providing guidance on behaviour and encouraging play
- iii supervising children in their classrooms and elsewhere during indoor play
- iv providing and assisting with appropriate play activities

#### First Aid:

- i providing first aid to children, using the medical room facilities in accordance with the Health and Safety Guidelines
- ii recording injuries and illnesses in the medical book
- iii reporting concerns, head injuries, serious injuries and illnesses to the Head Teacher and/or office

#### Discipline:

- i maintaining the orderly conduct of children
- ii applying rewards and sanctions in accordance with school policies
- iii Reporting concerns to the Head Teacher and/or Teacher for the child/children concerned

#### Career Development:

- i attending meetings to review rota, general organisation and other issues
- ii attending appropriate training provided by the school
- iii maintaining confidentiality, particularly concerning information received about children or their parents.

The Midday Supervisor will also carry out such other duties as may be reasonably required.