

## **Job Description**

### **Job Title Mid day Supervisor**

Responsible to Learning Mentor

### **Main Duties and Responsibilities**

To provide high quality supervision of children during the lunch period under the direction of the learning mentor.

### **Key Tasks**

- Supervision and control of pupils during the mid-day break, in the dining areas and the school premises and the play areas.
- Assisting and directing pupils in the dining areas and elsewhere.
- Dealing with incidents of poor behaviour, referring matters to the learning mentor when necessary.
- Following the schools behaviour policy
- Supporting the school's policies regarding healthy eating and ethnic meals etc.
- Support and uphold the aims and the ethos of the school
- Working within agreed policies and practices, as drawn up by the School. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Attend relevant meetings as required. Participate in training and other learning activities and performance development as required
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To ensure that the safeguarding officer is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
- Carrying out all responsibilities and activities within an Equal Opportunities framework.

This job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post-holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Learning Mentor or Headteacher.