**Our Lady of Perpetual Succour Catholic Academy**

**Job description**

**Midday Supervisor**

As a member of the midday supervisor team, under the direction of the Headteacher, to be responsible for ensuring the safety, welfare and good conduct of pupils during the midday break:-

* To maintain order and the safe transfer of pupils to and from the dining area.
* To positively encourage good behaviour and table manners and hygiene.
* To assist younger pupils where necessary whilst they are taking a meal.
* To actively supervise the dining room procedures:-

- carrying of meal to the table

- assisting with the service at the table

- training children in the correct use of cutlery

- clearing and stacking table equipment and serving dishes

- wiping and re-setting tables if necessary

- cleaning up food and water spillages on tables and floors

* To report to the Headteacher in the case of absence due to illness.
* To administer first aid in the case of a minor accident acting on the advice of the registered first-aider. Record accidents in the first aid record and report serious accidents to the Headteacher/member of the Senior Leadership Team.
* Be responsible for organising play activities and supervising pupils in the playground or indoors if a wet playtime.
* To liaise with the Headteacher and teaching staff of the school in dealing with problems arising from pupil behaviour and any other matters of concern.
* To contribute as a member of a team to the Catholic ethos and environment of the school.
* To adhere to need for confidentiality at all times.
* To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.