



Job Description - Midday Supervisor

Job Purpose

Supervisory Assistants duties are to supervise the pupils during the lunch break and to sustain the welfare and safety of the pupils during the break period as directed by the Headteacher/Senior Supervisory Assistant.

Description of Duties

- Organisation of the entry of pupils into the dining hall.
- General supervision of pupils during the service of meals, ie helping them at the serving hatch, salad bar and at the tables.
- Maintain adequate standards of table manners and eating habits.
- Provide adequate training in the use of cutlery.
- Assist with the cutting of meat and other food items for KS1 pupils.
- Organise and supervise the pupils during exit from the dining hall following the clearance of all tables.
- Welfare and supervision of all pupils before or after the meal in the playground, hall, corridors and classrooms as instructed by the Headteacher/Senior Supervisory Assistant.
- Provide emergency treatment for accidents.
- Carry out responsibilities under common law and the Health & Safety Act.
- Organise and manage large numbers of pupils.
- Maintain discipline during the lunch break.
- Undergo training as required.
- Promote the policies and ethos of the school, eg promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Attend staff meetings as required.
- Treat all information relating to pupils as strictly confidential, and to be aware of and comply with school policy and practice, receive training where necessary from school.
- To be a proactive member of the school team.
- To attend relevant courses in order to update knowledge as required.
- To be professional in your conduct towards colleagues and line managers.

March 2026.