



KING EDWARD VI SCHOOL

SHAKESPEARE'S SCHOOL

JOB DESCRIPTION – MIDDAY SUPERVISOR

Job Title: Midday Supervisor	Hours: 9.25 hours/week, term time only
Reports to: Midday Supervision Co-Ordinator	Salary Scale: NJC Pt 1 pro rata (£3,705 p.a.)
	Updated: Nov 2021
Purpose of Job: To support the Midday Supervision Co-Ordinator in maintaining good behaviour around the School site at lunchtime including: <ol style="list-style-type: none">1. Supervision of students in the Dining Hall2. Supervision of students in the playground (Quad) and about the School's premises	
Scope of the Midday Supervisor Role: <ul style="list-style-type: none">• Organising the queue and movement of students to and from the Dining Hall, ensuring good behaviour and a calm atmosphere• Sharing responsibility with other Midday Supervisors and/or teacher for the maintenance of order and discipline in the Dining Hall area• Ensuring students tidy/clear up the Dining Hall in a satisfactory manner• Cleaning up spillages when food is spilt or dropped where such spillages• Direction of students in the playground (Quad) and supervision of their activities and behaviour, ensuring their safety and well-being, providing support where necessary• Preventing any dangerous/potentially dangerous activities. Dealing with any inappropriate behaviour that may occur by intervention or calling for assistance, reporting incidents to Midday Supervision Co-Ordinator according to severity of incident• Being observant of any strangers and reporting any suspicious activity to the Midday Supervision Co-Ordinator• To have due regard for safeguarding and promoting the welfare of students and to follow the School's Safeguarding Policy	