



LABURNUM
PRIMARY SCHOOL

JOB DESCRIPTION

JOB TITLE:	Midday Supervisory Assistant
RESPONSIBLE TO:	The Head Teacher
JOB PURPOSE:	To be responsible, during the midday break, for the safety, welfare and conduct of pupils

Main duties and responsibilities:

1. Supervision of pupils immediately before, during and after the midday meal.
This includes pupils who have a school meal as well as those who bring their own food.
2. Supervision of hand washing as required.
3. Supervision of pupils' walk to and entry into the dining room.
4. Assistance for pupils, where necessary, to carry trays to tables and with returning finished plates to the trolley.
5. Assistance for pupils, where necessary, to cut up food and encourage the proper use of cutlery and assistance in the clearance of any spillage etc if required.
6. Taking such steps as are necessary when pupils are sick, carrying out minor first aid and requesting assistance needed to deal with injuries or illness.
7. Supervision of pupils in the playground/classroom as required, engaging in and encouraging play and dealing with any incidents of behaviour in line with the school's 'Behaviour Principles and Relationships Policy'.
8. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
9. To log any incidents of first aid, behaviour or concerns onto Edaware.
10. To undertake any other duties of a similar level and responsibility as may be required.