

**The Royston Schools Academy Trust
The Greneway School**

Job Description

Midday Supervisor

(Salary Grade HB)

Purpose of post: To supervise the pupils whilst eating their lunch and/or out in the playground/classroom

1 Principal responsibilities

- a) Supervision of pupils during lunchtime, inside and outside the school as directed by the senior supervisory assistant
- b) Reporting to the senior supervisory assistant (or teaching staff if they are nearer to the vicinity at the time) instances of poor behaviour
- c) Ensuring that sick or injured pupils receive prompt attention and administering first aid as necessary
- d) Maintaining an overview of the welfare of pupils during the lunchtime period

2 Contacts

Senior Supervisory Assistant on a daily basis
Pupils
Staff

3 Knowledge, Experience, Training and personal qualities

- Experience of working in an environment where there are children and young people would be desirable but not necessary
- Knowledge of basic hygiene procedures

4 Reviews

This job description is subject to annual review

Responsible to: The Senior Supervisory Assistant

**Laura Rawlings
Headteacher**

April 2017