



WESTCLIFF HIGH SCHOOL FOR BOYS

JOB DESCRIPTION: MIDDAY SUPERVISOR

Job purpose

The Midday Supervisor is responsible for:

- Assisting in securing the safety and welfare of pupils during lunchtimes;
- Undertaking the supervision and control of pupils in the playground and other school areas;
- Other associated support duties.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headmaster or Director of Resources & Support Services.

Job specification

Operational

- S/he shall supervise and control pupils in the playground and about other school premises, including:
 - Supervision and control of school entrances during lunchtime to ensure pupils do not leave the playground without permission/authorisation;
 - Checking on any visitors who may enter school premises in accordance with school guidelines, and remaining observant of any loiterers reporting them to the appropriate member of staff;
 - Directing pupils to the playground and supervising their activities and behaviour, ensuring their safety and well-being, providing support where necessary, in accordance with school guidelines;
 - Preventing bullying and remaining aware of changes in friendships, encouraging socialising and play;
 - Discouraging any dangerous activities, and dealing with and reporting any unacceptable behaviour in accordance with school policies and guidelines;
 - Supervising and controlling pupils inside the school premises when they are not permitted outside due to poor weather;
 - Ensuring that all pupils return to the care of teachers/appropriate members of staff at the end of lunchtime breaks.

- Associated support duties, including:
 - Checking toilet areas regularly and ensuring pupils are not loitering or playing in toilet areas;
 - Reporting any facilities issues to the Facilities & Premises Manager;
 - Ensuring that any pupils who suffer an accident or injury are dealt with appropriately in accordance with the School's procedures;
 - Being sensitive to the needs of pupils and dealing with any incidents of poor conduct in accordance with School procedures;

General

- S/he shall establish and maintain good relationships with all staff, pupils and visitors;
- S/he shall write and submit reports in relation to incidents witnessed and/or dealt with while carrying out her/his duties;
- S/he shall attend relevant meetings and training sessions.

Revised May 2018
Review May 2019