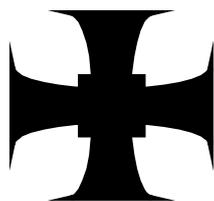


Trinity School, Carlisle



Job description Midday Supervisor

Job Purpose:

- To assist the Senior Leadership Team in securing the safety and welfare of students during the morning and midday break. This will involve effective supervision of students in and around the school.

Main Responsibilities:

Supervision and control of students, including:

- To ensure the supervision of pupils at appropriate times in the school dining rooms and in other areas of the school;
- To ensure that all minor problems and infringements of disciplinary rules are dealt with swiftly and effectively, reporting persistent unruly behaviour or more serious breaches of discipline to a senior member of the teaching staff by the process established in school. To report any emergency or serious incident to the Co-Headteachers or Deputy Headteacher immediately;
- To deal with minor accidents, securing first aid assistance for these and for serious incidents in accordance with the procedure established at Trinity;
- To ensure that health and safety practices and procedures affecting pupils are maintained during the morning and midday break;
- To assist where necessary in ensuring that persons on the premises who are not pupils or staff are authorised and appropriately dealt with (in accordance with guidance issued from time to time);
- Supervising the organisation of the school dining-rooms, ensuring that students behave reasonably at all time, that queues are orderly, that table manners are acceptable, that tables are left clear, and that rooms and furniture are left tidy at the end of each break;
- To set up and clear away tables in the dining room, if required;
- Checking and supervising the use of toilet areas;

- Undertaking any other duties which may reasonably be required

Child Protection

- To have due regard for safeguarding and promoting the welfare of pupils and to follow the child protection procedures;

Promote Healthy Eating

- To actively promote the school meals service to pupils to increase awareness of healthy eating and the uptake of healthy school meals.