



# DARRICK WOOD SCHOOL

An Academy and Teaching School

**POSITION:** MIDDAY SUPERVISOR JOB DESCRIPTION  
Midday Supervisor  
JUNE 2018

**HOURS:** 5.5 hours per week

**REPORTS TO:** Mrs J Beven

## MAIN PURPOSE OF JOB

To supervise pupils during the lunchtime period in accordance with the rota provided by the Lead Midday Supervisor.

## RESPONSIBILITIES AND DUTIES

1. To check the supervision rota for your assigned area.
2. To actively supervise the play areas to ensure good behaviour during the lunch period.
3. To report poor behaviour to the Achievement Co-ordinators and Assistant Achievement Co-ordinators.
4. To report and follow-up any serious incidents in the play areas.
5. To ask pupils to pick up litter in the play areas. Play areas should be litter free.
6. To see the pupils into the buildings at the end of the lunchtime period and to patrol the corridors before leaving.
7. Dining Hall duties
  - To ensure that pupils queue in an orderly way at Woody's and in the Dining Hall.
  - To actively supervise the lunch queues.
  - To ensure that all litter is picked up by the pupils and put into the bins. Plates and cutlery should be put in the appropriate bins and the room should be left tidy. Litter on the floor should be picked up.

8. Pupils should be sent to the Medical room if they are unwell.
9. Any other duties as may reasonably be required.

## EXPECTATIONS

- Midday supervisors are expected to set an example to pupils by being smartly dressed. Jeans, trainers and T-shirts must not be worn. Pupils must address Midday Supervisors by their name or 'Sir' or 'Miss' e.g. Mrs Nicholls.
- Midday Supervisors are expected to swipe in and out when they arrive and leave the premises.