



**The Sacred Heart Language College
186 High Street, Wealdstone, Harrow, Middlesex, HA3 7AY**

**“CONFIDENT IN GOD’S LOVE FOR US
WE COMMIT OURSELVES TO HIS SERVICE”**

JOB DESCRIPTION

Job Title: MIDDAY SUPERVISOR

Location: THE SACRED HEART LANGUAGE COLLEGE

Job Purpose

Responsible under the direction of the Senior Midday Supervisor and the Headteacher / Deputy Headteacher for maintaining the safety, welfare and good conduct of pupils during their midday break.

Main Duties

Supervision and control of pupils both inside and outside the school buildings.

Main Activities

- Supervision of pupils during mealtimes – ensuring areas are cleared away after the meal, maintaining good behaviour and control.
- Exercising vigilance in respect of health and safety – ensuring that no spillage is left in dining areas after mealtimes and reporting any unsafe practices to the Senior Midday Supervisor.
- Supervision of general conduct at all times – to include quiet and orderly movement around the school (especially on the stairs).
- Supervision of pupils in the playground, ensuring good standards of behaviour at all times.
- Supervising the pupils in the school buildings, ensuring good standards of behaviour at all times.
- In the case of an injured child – to assess the problem and call for the assistance of the Senior Midday Supervisor or delivering the pupil to the school office for treatment.



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MIDDAY SUPERVISOR

Person Specification

	Essential	Desirable
An awareness of Health & Safety issues	√	
Ability to communicate with both staff and students	√	
Good interpersonal skills	√	
Ability to work as part of a team	√	
Good punctuality	√	
Willingness to attend training as required	√	
An understanding of education and schools		√