



West Lodge School

A co-educational prep school for 3-11 year olds

JOB DESCRIPTION: MIDDAY SUPERVISOR

Working hours: 1 hour per day

The Midday Supervisor will work under the direction and supervision of the Head Teacher, who may delegate aspects of such direction and supervision to the Deputy Head Teacher, Bursar and/or any Senior Midday Supervisor.

In particular, the Midday Supervisor will be responsible for:

Corridor and Playtime Supervision:

- supervising children moving through corridors and other parts of the school building
- supervising children playing on the playground,
- providing guidance on behaviour and encouraging play
- supervising children in their classrooms and elsewhere during indoor play
- providing and assisting with appropriate play activities

First Aid:

- providing first aid to children, using the medical room
- facilities in accordance with the Health and Safety Guidelines
- recording injuries and illnesses in the medical book
- reporting concerns, head injuries, serious injuries and illnesses to the Head Teacher and/or office

Discipline:

- maintaining the orderly conduct of children
- applying rewards and sanctions in accordance with school policies
- Reporting concerns to the Head Teacher and/or Teacher for the child/children concerned

Career Development:

- attending meetings to review rota, general organisation and other issues
- attending appropriate training provided by the school
- maintaining confidentiality, particularly concerning information received about children or their parents.

The Midday Supervisor will also carry out such other duties as may be reasonably required.

westlodge.org.uk

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