

## **Christopher Hatton Primary School**

### **JOB DESCRIPTION - MIDDAY MEAL SUPERVISOR**

**The post holder will be responsible to the Senior Midday Supervisor and through her to the Head teacher.**

#### **Responsibilities**

This job involves the supervision of school children during the midday break with a responsibility to ensure children are safe and can enjoy their lunch and playtime

You will:

- Receive direction and guidance from the Senior Midday Supervisor and teaching staff on the needs of the pupils and apply them during the midday break
- Encourage children to play co-operative games
- Ensure that all health and safety practices and procedures affecting children are maintained
- Ensure that injuries to children are dealt with effectively and that the correct procedures are followed
- Support positive pupil behaviour and follow the school's procedures in dealing with any problems
- Remain in the playground until all the children have returned to their classes at the end of the midday break
- Attend training as required

#### **Duties in the Dinner Hall**

- Encourage children to make healthy choices
- Monitor what children are eating and alert the Senior Midday Supervisor if there are problems
- Keep the dining hall clean and tidy
- Help to maintain a calm and welcoming environment

#### **Professional conduct and safeguarding**

- The school expects staff to set a good example to pupils through their own conduct and behaviour by ensuring they maintain high standards of professionalism and maintain appropriate boundaries
- The code of conduct agreement on appointment sets out the school's expectations with regards to standards of professional behaviour
- Staff must ensure they are aware and comply with school policies and procedures with regards to child protection and safeguarding
- All staff have a legal duty to raise concerns where they feel individuals are failing to safeguard and promote the welfare of children. (See whistle blowing policy)

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**PERSONAL SPECIFICATION: MIDDAY MEALS SUPERVISOR**

**Qualifications/Experience**

- good communication skills
- experience of working with children

**Knowledge, skills, ability**

- an understanding of the welfare and social needs of children
- understanding of ways to promote healthy choices amongst children
- good time keeping skills
- ability to use initiative in the lunch hall and playground
- ability to develop good relationships with children and staff
- ability to work as part of a team
- an understanding of and ability to promote equal opportunities
- ability to follow all safeguarding and health and safety procedures
- a positive attitude