



## JOB DESCRIPTION

<b>DIRECTORATE:</b> Education	<b>NAME OF SCHOOL:</b> Cyril Jackson Primary School
<b>POST TITLE:</b> Midday Meals Supervisor	<b>GRADE:</b> Scale 1 A2
<b>RESPONSIBLE TO:</b> Senior Midday Meals Supervisor	
<b>STAFF SUPERVISED:</b> N/A	<b>RESPONSIBLE FOR:</b> N/A
<b>PURPOSE OF THE JOB:</b> <p>Midday Meal Supervisors have a very important role within the school and the contribution they make to the management of the school, and the care and welfare of the children, is valued very highly. Children who are happy and well cared for at lunch time start the afternoons refreshed, happy and ready to learn.</p> <p>To oversee the care, safety, welfare and supervision of children during the lunch break, in the playground, dining and other areas, ensuring that the whole lunchtime experience is a positive as possible for the children.</p>	
<b>MAJOR DUTIES AND RESPONSIBILITIES</b> <ol style="list-style-type: none"><li>1. To interact positively and establish good relationships with all the children and other staff as necessary.</li><li>2. To ensure orderly and calm lunchtime eating.</li><li>3. To promote and support a whole school approach to inclusive play that embraces the Playwork Principles.</li><li>4. To support all children and school staff.</li><li>5. At all times to work within the school's policies with regard to:<ul style="list-style-type: none"><li>• Behaviour Management</li><li>• Equal Opportunities</li><li>• Safeguarding</li><li>• Health &amp; Safety</li><li>• Anti-Bullying</li><li>• Confidentiality</li></ul></li></ol>	
<b>JOB ACTIVITIES</b> <ol style="list-style-type: none"><li>1. To carry out responsibilities under the direction of the Senior Midday Meals Supervisor.</li><li>2. To support and supervise children in the dining room, playground, corridors, toilets or other areas during lunchtimes depending on the timetable and rota established.</li><li>3. To always listen to children's concerns and respond appropriately.</li><li>4. To be alert for children who are at risk of bullying or being bullied and intervene in any disputes be they physical or verbal.</li></ol>	

5. To ensure that all children who suffer any injury or accident are dealt with appropriately and in accordance with the school's agreed procedure.
6. To report any serious concerns regarding children's welfare or behaviour to the Head Teacher, as and when they arise.

#### **DINNER HALL**

1. To set up the dining halls before the lunch break and to clear away at the end.
2. To ensure that children who suffer any injury or accident are dealt with appropriately and in accordance with the school's agreed procedure.
3. To report any serious concerns regarding children's welfare or behaviour to the Head Teacher, as and when they arise.

#### **PLAYGROUND**

1. Work as part of a team to initiate and develop a range of inclusive and stimulating indoor and outdoor play opportunities (including in wet weather) for all children and to participate in the delivery of these Play opportunities as required.
2. Ensure provision of a safe play environment in which children are able to play freely.
3. Ensure with other team members that a good, changing and varied supply of play materials and equipment are sourced, maintained and stored. Report any worn, missing or damaged materials to the Senior Meals Supervisor.
4. Allow children the freedom to play whilst supporting them through any difficulties they may experience in playtime.
5. To liaise with the Senior Midday Meals Supervisor/Class Teacher regarding any concerns about individual children at the end of each session if necessary.
6. To ensure that children are adequately dressed for the weather conditions.
7. To ensure that, when classrooms are used during break time they are left tidy and ready for lessons.
8. To check toilet areas regularly to ensure that they are clean and being used appropriately.
9. To supervise and control entrance and exit to school premises by children during the lunch break. Check on any strangers who may enter the school grounds and report any concerns to the Senior Midday Meals Supervisor.

#### **ADDITIONAL RESPONSIBILITIES**

1. To participate in partnerships with colleagues, parents, and children and outside agencies that support a whole school approach to Play and physical activity within the school as required.
2. To carry out any other duties relevant to the supervision of children at lunch time, as requested by the Head Teacher, in accordance with the LA conditions of service.
3. To participated in any appraisal arrangement made by the school.
4. To attend and participate in the regular training or meeting as required.
5. The post holder will be subject to an Enhanced DBS check on appointment and every three years thereafter.

#### **PROFESSIONAL CHARACTERISTICS**

- demonstrate that you are an effective professional who challenges and supports all pupils and staff to do their best through:
- inspiring trust and confidence,
- building team commitment,
- engaging and motivating pupils and staff,
- analytical thinking,

## PERFORMANCE MANAGEMENT

Performance management assessment will be based on the responsibilities listed above and judgements will be made against these within the agreed time scale, as part of the school's performance management cycle.

## CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

## EQUAL OPPORTUNITY

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and Trust's equal opportunities policies.

## SAFEGUARDING CHILDREN

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance, 2 satisfactory employment references, online media check and medical clearance.

## LEADING AND MANAGING OTHERS AND SELF

- Take responsibility for the day-to-day management of designated staff.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Actively engage in the performance review process.
- Work within the Trust's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
- Adhere to Trust policies and procedures.

## ADDITIONAL REQUIREMENTS

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
- The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant)
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.

The above job description was agreed on ..... (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual performance process.

\_\_\_\_\_  
Signed by (Post holder)

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Signed by (Headteacher)

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desired</b>
<ul style="list-style-type: none"><li>• Understanding of the different needs of child, including emotional and social needs.</li></ul>		
<ul style="list-style-type: none"><li>• An understanding of work roles and boundaries, including maintaining confidentiality.</li></ul>		
<ul style="list-style-type: none"><li>• Have a good knowledge, understanding and commitment to Play and the Playwork Principles.</li></ul>		
<ul style="list-style-type: none"><li>• Enjoy working and leading play with children from ages of 3-11.</li></ul>		
<ul style="list-style-type: none"><li>• A knowledge and understanding of child protection/safeguarding issues.</li></ul>		
<ul style="list-style-type: none"><li>• A knowledge of Health &amp; Safety issues, especially in relation to Play and young children.</li></ul>		
<ul style="list-style-type: none"><li>• Be flexible and adaptable and able to act on initiative.</li></ul>		
<ul style="list-style-type: none"><li>• Excellent communication skills with the ability to make good relationships with children and staff.</li></ul>		
<ul style="list-style-type: none"><li>• Enjoy working with children and be able to support and supervise them in a calm, caring and positive manner.</li></ul>		
<ul style="list-style-type: none"><li>• Be able to establish firm and consistent boundaries in relation to children's behaviour.</li></ul>		
<ul style="list-style-type: none"><li>• The ability to work well with colleagues as part of a team.</li></ul>		
<ul style="list-style-type: none"><li>• Ability to plan and organise and to manage workload effectively.</li></ul>		
<ul style="list-style-type: none"><li>• Genuine passion and a belief in the potential of every child.</li></ul>		
<ul style="list-style-type: none"><li>• The ability to show a commitment to the inclusion of all children and an understanding of and commitment to equality of opportunity.</li></ul>		
<ul style="list-style-type: none"><li>• Ability to cope with the physical demands of the post.</li></ul>		
<ul style="list-style-type: none"><li>• Experience of working with children in play/recreational situations.</li></ul>		
<ul style="list-style-type: none"><li>• Satisfactory Enhanced level Disclosure Barring check.</li></ul>		