**Job Description**

**Post Title:** Midday Meals Supervisor

**Status:** Permanent, Term Time Only (TTO), 7.5hrs per week

(1:00 pm to 2:30 pm)

**Salary:** Scale 2

**Line Manager:** Senior Meals Supervisor

# **Job Summary**

## Ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and play activities. Responsible for the health, safety, conduct and well-being of all pupils, and in particular those in the class allocated under the duty rota. Also ensure the smooth running of the meal arrangements by anticipating and dealing with problems and promoting constructive play ideas with pupils.

## Main Duties

1. **Support for Pupils:**

**At mealtime:**

* Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
* Support pupils in meal arrangements.
* Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.
* Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal. Pour water for the pupils.
* Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils either side of them.
* Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean.
* Promote a learning environment within the ethos of the school.
* Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.

**At Playtime:**

* Ensure pupils are dressed appropriately for the weather (checking coats are fastened).
* Operate a “band” system to go to the lavatory, so that too many pupils are not using the toilets at any one time. Make sure that toilets are used sensibly. Only hand out bands to the allocated class.
* Ensure that pupils are not in the building when they should be outside.
* Implement good behaviour in the playground (follow the appropriate policy).
* Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch.
* Ensure that everyone (adults and pupils) is treated with respect and that equality of opportunity is given to all (see Equal Opportunity Policy).

# **Wet Playtimes:**

(As well as above)

* Supervise students in class or main hall while they play games, draw or finish school work.

1. **Support for the School:**

* Recognize and report on child protection issues according to school policy.
* Ensure that accidents and incidents are recorded at the student reception desk.
* Communicate any general concerns to the Head of School at the end of the lunchtime period.
* Prepare, maintain and use resources required to meet requirements and assist pupils in their use.
* Ensure the pupils are always supervised, arrive punctually to their classroom, and the area is tidied up each day.
* Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc.
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
* Appreciate and support the role of other professionals. Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care.
* Be responsible for own health and safety, as well as that of colleagues, pupils and the public.
* Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
* To be prepared to act as a First Aider for the school and attend any training as necessary to fulfill this responsibility.

**General Requirements**

* Good time keeping and attendance.
* Strong commitment to furthering equalities in both service delivery and employment practice.
* Enhanced DBS check.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:………………………………………………….. Date ………………………….

Midday Meals Supervisor

**Person Specification**

Midday Meals Supervisor

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| **Qualifications** |
| * None |
| **Experience** |
| * Working with or caring for pupils of relevant age. **(S)** |
| **Knowledge** |
| * Understanding of relevant policies/codes of practice and awareness of relevant legislation. **(S)** * Commitment to and understanding Equal Opportunities. **(S)** * Basic understanding of child development. **(S)** |
| **Skills** |
| * Good literacy and communication skills. **(S)** * Confidence in dealing with young people, maintaining discipline and motivation. **(S)** * Ability to self-evaluate learning needs and actively seek learning opportunities. **(S)** * Ability to relate well to pupils and adults. **(S)** * Work constructively as part of a team. **(S)** * Display commitment to the protection and safeguarding of children and young people. **(S)** * Be punctual, trustworthy and reliable and demonstrate a positive professional attitude **(S)** * Strong commitment to furthering equalities in both service delivery and employment practice. **(S)** * An ability to form good relationships with pupil, teaching staff and other staff members. **(S)** * An ability to interpret and apply the directions of the Senior Meals Supervisor concerning the management of the school during the midday break including the care and welfare of students, using own initiative as necessary. **(S)** |

(S) Shortlisting Criteria – please address these criteria in your supporting statement.

Only those candidates who have demonstrated that they meet the job requirements in accordance with the person specification will be shortlisted for interview.  This means giving examples of how you meet each requirement.  Describe your relevant experience, what skills and abilities you have and can bring to the job.  If you have no directly related work experience, you may consider voluntary or community work.  If you do not demonstrate to the panel that you can meet the criteria using the relevant parts of the application form, the panel will not be able to shortlist you.