**JOB DESCRIPTION – MIDDAY MEALS SUPERVISOR**

### Job Purpose:

To supervise pupils who remain on the school premises during midday break, ensuring that the children eat meals safely and behave appropriately.

**Responsible to**: Senior Midday Supervisor

### Duties:

The Midday Supervisor will:

* Communicate effectively with all Midday Supervisors
* Promote professional relationships between Midday Supervisors whilst engaged in role
* ensure that pupils wash their hands before they eat;
* escort pupils to and from the dining area, as necessary;
* ensure that pupils having a school lunch are in the dining hall at the correct time;
* help younger pupils at the servery counter with the proper use of cutlery, and help them cut up their food when necessary;
* assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished;
* supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use;
* report to the Senior Midday Supervisor any child whose diet may give rise for concern;
* take charge of groups of children in the playground or the classroom, depending on the weather;
* devise and initiate constructive play opportunities for children when required;
* ensure that children remain within a safe environment, and that they play safely;
* set suitable behaviour standards in line with school policy;
* have an awareness of the school’s policy on Safeguarding and Child Protection
* help children acquire social skills;
* attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary;
* attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance;
* liaise effectively and professionally with staff, teachers and parents, as required
* attend training, as required.