

Dulwich Hamlet

Junior School



Job Description

Midday Meal Supervisor

Please note that this job description is not a comprehensive definition of the post. It is flexible and may be amended to reflect additional expectations should a suitable candidate take on extra responsibilities.

Grade: Grade 3, Spine Point 10

Reports to: Senior Midday Supervisor/Senior Leadership Team

Responsible for: Supervision of pupils during lunchtime

Overview of role

As part of a team, assisting the Senior Midday Supervisor and Senior Leadership Team in contributing to the maintenance of a caring environment, securing the safety and welfare of pupils during lunchtime. This will involve effective supervision of pupils on the school site, ensuring that the children eat meals safely and behave appropriately.

Principal Accountabilities

1. Supervision of pupils in the dining hall
2. Supervision of pupils in the playground and about other school premises
3. Associated ancillary duties

Key duties

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

1. Supervision and control of pupils at lunchtime, on the school premises including outside areas

- Organising the dinner queue and entrance of pupils into and out from lunch to other areas; ensuring good behaviour and a calm atmosphere
- Dealing with any inappropriate behaviour that may occur, by intervention or calling for assistance, reporting incidents to a teacher or the Senior Midday Supervisor in person and if necessary recording in writing for entry onto the school's management information system
- Sharing responsibility with other Midday Supervisors for the maintenance of order at lunchtime
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities.
- Encouraging pupils to eat, especially those with special needs or disabilities. Being aware of pupils on restricted diets for reasons such as medical need, from information provided. Assisting pupils with cutting up food and pouring liquids where necessary

- Where appropriate, assisting/supervising pupils with their general hygiene requirements prior to lunchtime (washing, toileting, changing clothing etc, in accordance with school policy)

2. Associated ancillary duties

- Checking toilet areas regularly
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures. Administering basic first aid and recording all first aid incidents
- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
- Preventing bullying, being aware of changes in friendships, encouraging socialising, playing etc.
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with school policies
- Liaising effectively and professionally with other midday staff, teachers and parents and carers
- When required taking part in fire drills

Child protection

To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the school's Safeguarding Policy.

Equal opportunity

The post holder will be expected to carry out all duties in the context of and compliance with the Trust's Equality Policy.

Conditions of service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by Dulwich Hamlet Educational Trust.