



Job Description	
Job Title	Meals supervisor
Relationships/Line Management	
<p>Responsible to:</p> <ul style="list-style-type: none"> School Business Manager Deputy Head and Headteacher <p>Responsible for:</p> <ul style="list-style-type: none"> The pupils in your charge <p>Important relationships:</p> <ul style="list-style-type: none"> Pupils and parents Other members of staff The Governing Body The Parent Teacher Association 	
Main Purpose of Job	
To ensure the safety, well-being and good behaviour of pupils during the lunchtime break.	
<ul style="list-style-type: none"> Supervision of pupils in the dining hall, playground and school premises, including toilets and cloakrooms Maintaining a calm environment for the children to eat in. Encouraging children to eat, to use cutlery and have good table manners. Cleaning up spillages, ensuring that tables are clean and assisting with serving food when required. Dealing with any minor accidents e.g. small cuts and grazes in accordance with the health and safety procedures. Referring more serious incidents/injuries to a qualified first aider. Completing relevant accident forms/books. Supervising and providing a range of inclusive activities and stimulating play for pupils after lunch in both the school playground and inside during wet weather Dealing with inappropriate behaviour and reporting any incidents to class teachers, Deputy Head or Headteacher as appropriate. Implementing and supporting the school rules and policies Dealing with emergency situations such as fire drills Attending appropriate courses and Inset as required, as part of the school's Professional Development programme Keeping strict confidentiality at all times. Refer any queries or comments from parents about their child, or other children, to appropriate members of staff. 	
Standards and Quality Assurance	
<ul style="list-style-type: none"> Supporting and upholding the aims and the ethos of the school Be aware of and comply with policies and procedures relating to child protection, health, safety and security, healthy eating, 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 Appreciate and support the role of other professionals Attend relevant meetings as required Participate in training and other learning activities and performance development as required To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection. 	
This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.	