

# St Leonard's C.E. Primary School

*"Nurturing Faith and Inspiring Success"*



Mitcham Lane, Streatham, SW16 6NP  
Telephone: 020 8769 2712 Fax: 020 8664 6025  
www.st-leonards.lambeth.sch.uk  
Email: mgr@st-leonards.lambeth.sch.uk

Headteacher: Mr Simon Jackson BAQTS (Hons) NPQH  
Deputy Headteacher: Mr Tony Pizzoferro Cert. Ed. Dip. Ed.

**Job: Middy Meals Supervisor**

**Responsible to:** Senior Middy Meals Supervisor

## Main Purpose

As part of a team of Middy Meals Supervisors, to supervise and control pupils during the midday break. To encourage and contribute to the organisation of constructive play activity.

## Accountabilities

1. The supervision and control of pupils within the designated work area. Directing pupils in the dining area. Dealing with incidents (e.g. bad behaviour, accidents, illness etc.) in an effective manner and in accordance with school policy. Referring matters to the Senior Middy Supervisor where necessary.
2. Assistance with the administrative arrangements relating to school meals.
3. Encouraging and participating in the organisation of constructive play activity for the pupils.
4. Contributing to the effective security arrangements of the school by ensuring, as far as practicable, that persons on the premises are authorised and appropriately dealt with.
5. To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.
6. To continuously develop your own role, taking responsibility for identifying and addressing training and development needs.
7. To implement the School's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability or sexuality.
8. To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.



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9. To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.
10. In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.
11. When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

## Ethos Statement

Recognising our historic foundation, we will reserve and develop our religious character in accordance with the principles of the Church of England and in partnership with our Parish Church and Diocese of Southwark.

Serving our community by providing education of the highest quality within the context of Christian belief and practice. We will encourage and nurture an understanding of the Gospel, promoting the Christian values of Faith, Hope, and Love to all our pupils and their families. Therefore members of staff are expected to have regard for the Christian character of the school and its Foundation, enabling children to benefit from a high quality of education in a distinctly Christian environment.



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## Competency Based Person Specification

### Post: Midday Meals Supervisor

<b>Key Knowledge</b>	Appropriate knowledge of first aid and be prepared to attend first aid training Use of basic technology- computer, tablet, mobile devices, photocopier. Ability to relate well to children and adults Be able to model standard English correctly Be able to maintain a professional appearance
<b>Relevant Experience</b>	Experience of working with children both in an individual and group setting
<b>Key Competencies</b>	<p><b>Teamworking:</b> Works in a positive and co-operative way, learning from others and contributing to the development of the team.</p> <p><b>Caring Effectively:</b> Demonstrate sensitivity, respect and kindness towards pupils</p> <p><b>Communicating in Writing:</b> Writes clearly and effectively for a range of recipients, demonstrating sound basis literacy skills.</p> <p><b>Communicating Orally:</b> Communicates successfully by matching the message to the listener and conveying key points clearly</p> <p><b>Working with Numbers:</b> Able to carry out basic calculations with consistent accuracy</p> <p><b>Making Decisions:</b> Makes effective decisions based upon an analysis of all pertinent information.</p> <p><b>Demonstrating Resilience:</b> Demonstrates positive, controlled and consistent behaviour even in crisis situations</p>



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	<p><b>Maintaining Integrity:</b> Sets clear boundaries, maintains personal integrity and adheres to good practice.</p> <p><b>Developing New Skills:</b> Is committed to own development: seeks and embraces opportunities to improve skills &amp; knowledge.</p> <p><b>Respecting Diversity:</b> Seeks to develop an understanding of different groups and individuals and works to ensure equitable and appropriate treatment for all.</p> <p><b>Planning:</b> Understand the need to plan an appropriate level of work to ensure pupil progression and to assist in that assessment.</p>
<p><b>Safeguarding</b></p>	<p>Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</p>



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