

Heronsgate Primary School

Job Description



Midday Meals Supervisor

Reporting to Head of School (or nominated teacher) and the Senior Meals Supervisor

Purpose of the job:

The Midday Meals Supervisor is responsible to the Head of School for securing the safety, welfare and good conduct of pupils in and about the premises of the school during the midday break.

Main duties and responsibilities

1. Receiving direction and guidance from the Head of School / Senior Midday Supervisor on the supervisory and welfare needs of pupils and applying these in accordance with the particular needs of the school during the midday break.
2. Ensuring and promoting the safeguarding of pupils, in accordance with the school's Child Protection policy.
3. Exercising general responsibility for the good behaviour of children during the midday break, ensuring compliance with school rules.
4. Ensuring that Health and Safety practices and procedures affecting pupils are maintained during the midday break.
5. Dealing with any cases of challenging or unsocial behaviour by pupils and referring to Senior Midday Supervisor if necessary.
6. Organise play activities as directed by the Senior Midday meals supervisor.
7. Assist as directed with arrangements for the administration of the taking of the school meal, including ensuring a clean, safe eating environment and promoting healthy eating.
8. Must be able to interact appropriately with children.
9. Be aware of and support diversity and ensure equal opportunities for all, which may include supporting individual pupils' needs including those with Special Educational Needs.

Signed

Dated

Heronsgate Primary School

Person Specification



Midday Meals Supervisor

The School is looking for friendly, energetic and enthusiastic individuals to join our supervisory team. You will work from 11.40am to 1.10pm Monday to Friday, term time only (Thamesmead campus), or 11.55am-1.25pm (Royal Arsenal campus).

Candidates should have:

- a. Proven experience of supervising children in a paid or unpaid capacity.
- b. An understanding of the importance of the school meal / packed lunch and the midday break as a social or educational occasion.
- c. An ability to receive direction and guidance from the Head of School / Senior Midday Supervisor on the supervisory and welfare needs of the pupils.
- d. An ability to manage children who display challenging or anti social behaviour and know when to refer them to the Senior Midday Supervisor.
- e. An understanding of safeguarding practices and procedures, both within Heronsgate and nationally.
- f. The ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- g. An ability to work as a member of a team.
- h. The ability to relate to pupils and to deal with them patiently and firmly using positive strategies.
- i. A basic understanding of how play can contribute to child development.
- j. A commitment to deliver services within the framework of the school's equal opportunities policy.

All these points should be covered in your application.

Signed

Dated