# Job Description: Midday Meals Supervisor



### Job Title: Midday Meals Supervisor

### Scale Point: E2 (NJC Grade)

**Hours/week: 12.5 hours per week (Term Time only)**

**Responsible to: Deputy Head teacher**

### Job Purpose:

To work as part of a team to ensure the safety, welfare and good conduct of pupils during midday break, in accordance with the whole school behaviour policy. To promote the lunch break as an opportunity to extend the curriculum and make it a positive play and learning experience.

**Dimensions:**

Budget: None

#### Principal Accountabilities:

* To be responsible for the supervision of children in the following areas;
	+ Dining hall and outdoor lunch area
	+ Cloakrooms
	+ Playground
	+ Classroom during wet lunchtime
* On the playground
	+ To be a positive role model for the children by following the expected code of behaviour
	+ To interact with children building a positive and caring relationship with the children.
	+ To ensure the children’s safety by taking injured or unwell children, by passing them to a qualified first aider and notifying a responsible adult when going off duty.
* Hall
	+ Constant support and supervision of children
	+ Attend to spills
	+ Promote good manners and whole school ethos
	+ To engage children in purposeful activities and conversation.

 (Principal Accountabilities to be revised annually as part of the appraisal process)

#### Person Specification:

* Good Standard of Education
* Ability to work effectively as part of a term
* Willingness to undertake appropriate training when required.

**Organisation**

* The postholder will be directly line managed by the Deputy Head teacher through regular daily contact.
* The postholder will have no line management responsibility.
* The post holder will be in regular contact with teaching staff, non-teaching staff and governors.

 **Working Environment**

* School grounds

Updated December 2021