Leybourne Ss Peter and Paul CEP Academy

Job Description – Midday Meals Supervisor

# *General description of post*

The post holder is responsible for the supervision of pupils during the lunch break; ensuring their safety and welfare; ensuring that good standards of behaviour are observed (both indoors and out) and that meals take place in an orderly manner.

# *Outline of duties*

Supervising children within the dining area to ensure the meal takes place in an orderly manner and good table manners are observed, including assisting children with eating, including the correct use of cutlery and utensils.

Assisting children in clearing away their plates at the end of the meal.

Assisting those children eating their own packed lunch, ensuring the lunch takes place in an orderly manner and that good table manners are observed.

Encouraging children to eat their packed lunch and to report any children experiencing difficulties to the Senior Supervisor.

Clearing tables after use, including preparing them ready for the next sitting or to be put away at the end of lunch.

Supervising children as they come into and out of the dining area, to and from either cloakroom/classroom/playground.

Assisting children changing for play, and ensuring that they are appropriately dressed for the weather.

Supervising children into and within play areas, ensuring they do not stray into areas of the grounds that are out of bounds, or remain in the school building unsupervised.

Ensuring play is undertaken sensibly and safely at all times, and in accordance with school rules.

Dealing with any minor injuries in accordance with school policy and following appropriate training. Reporting any serious injuries to a designated first-aider (Miss Dale or Mrs Mitchell). Recording all injuries and treatment given according to school policy.

In wet weather, supervising children in the classrooms designated to them by the Senior Supervisor, ensuring that the children act sensibly and safely at all times, treating school property carefully and with respect.

Supervising children as they return to class in an orderly manner at the end of play or when moving between playgrounds.

Signed …………………………………………………… Date ……………………………………