

**Kent Range 3 Midday Meal Supervisor- Job Description**

Responsible to the Head of School

Respect, Compassion, Community, Perseverance, Aspiration, Independence

Article 29: Education must develop every child’s personality, talents and abilities to the full. It must encourage the child’s respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

**Purpose of the Job:**

To assist pupils in the school dining hall, under the direction, guidance and direct supervision of the Deputy Headteacher, to ensure that they have a good experience at lunchtime.

**Key duties and responsibilities:**

**Main Duties and Responsibilities**

* Responsibility to the Deputy Headteacher for the support and supervision of children throughout the lunchtime session.
* To work closely with the Senco and Deputy Headteacher to fully understand individual pupil needs (dietary or behaviour); communicating as required to the whole team to ensure pupils are fully supported throughout lunch.
* Assist all pupils, as required, during the lunch session to ensure their wellbeing, include providing them with a drink, helping with spillages, cutting up food and caring for pupils’ personal needs whilst in the dinner hall. To also support CDC in the cleaning down of tables between settings and ensuring pupils take responsibility for clearing their trays, plates and cutlery.
* To support pupils with the development of relationships, in-line with the school’s Behaviour Policy, ensuring that it is implemented effectively to promote good behaviour at all times.
* Remain alert to any issues re Health and Safety showing initiative to minimise risk to children and report all concerns to the Deputy Headteacher and premises site team.
* Retain a positive attitude towards the role and where issues arise, discuss with the line manager to enable the issue to be resolved
* Model positivity towards others and support team members in overcoming issues and difficulties that may arise
* To model and hold others to account for living and working within the school’s values

Agreement signatures:

Post holder………………………………………………………………. Date………………….

Head of School ……………………………………………………………. Date …………………

Review Date: