



Job Description

Job Title: Midday Meals Supervisor

Location: St James the Great Academy

Hours of work: 6.25

Purpose of the Role:

- To work as part of a team in securing the safety, and welfare of the children during the midday break.
- To assist children in eating their lunch and making healthy choices.
- Assisting in the planning and delivery of high-quality play opportunities.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big-hearted.

Responsibilities:

- To contribute to the planning and provision of high-quality and stimulating activities for children between 3 and 11 years.
- To supervise children during indoor and outdoor play, and within classrooms when wet play.
- To lead and participate in safe, creative and appropriate play opportunities with children.
- Where appropriate organise the dinner queue and entrance of children into the dining hall and into the playground ensuring good behaviour and a calm atmosphere.
- Encouraging social skills within the dinner hall and in the playground.
- Where appropriate, collecting children from the classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions.
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc.
- Discouraging dangerous activities.
- Being aware of cultural differences between children, and dealing with any incidents of racism or sexism in accordance with agreed procedures.
- To have due regard for safeguarding and the promotion of the welfare of children and young people and to follow the child protection procedures adopted by the school.
- Individuals have the responsibility for promoting and safeguarding the welfare of children and young people with he/she is responsible for or come into contact with.
- To ensure all tasks are carried out with due regard to health and safety.
- To adhere to the ethos of the school, promote the agreed vision and aims of the school; to set an example of personal integrity and professionalism; attendance at appropriate staff meetings.
- The postholder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided they are consistent with the nature of the post.



Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big-hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholders may deal with sensitive material and should maintain confidentiality in all academy-related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



Person Specification

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General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Relevant play courses • First Aid training • Child Protection training • Health and Safety training
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Experience of working with children 3 - 11 years • Knowledge of child development • Experience of planning stimulating activities for individual age ranges
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
	Forward and strategic planning	<ul style="list-style-type: none"> • Able to plan stimulating activities for all age ranges 	<ul style="list-style-type: none"> • N/A
	Budget (size and responsibilities)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
	Abilities	<ul style="list-style-type: none"> • Ability to work flexibly to meet the needs of the academy and individual children • Ability to plan a wide range of indoor and outdoor age 	<ul style="list-style-type: none"> • N/A



		<p>related activities appropriate to children's needs</p> <ul style="list-style-type: none"> • Excellent interpersonal skills • Ability to communicate positively and effectively to children • Ability to work within and a commitment to the academy's equal opportunities policy • Actively contribute to a happy safe and supportive play environment • Able to work within a team 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • A proven ability to work effectively with little supervision. • Able to work in a polite and calm manner, particularly when under pressure • Suitability and motivation to work with children • An enjoyment of working in a child friendly, 	<ul style="list-style-type: none"> • N/A



		<p>inclusive environment</p> <ul style="list-style-type: none"> • Emotional resilience to challenging behaviour and a consistent approach to the maintenance of discipline 	
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Show a commitment to promoting the welfare and safeguarding of children and young people • Show a commitment to providing a fair, equitable and mutually 	<ul style="list-style-type: none"> • N/A



		supportive learning and working environment for our children & young people and staff	
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