

**Midday meal supervisor**

**Job description**

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| **Job family** | Meals supervisor |
| **Grade** | Kent range 3 |
| **Date** | Revised Summer 2022 |

**Primary Purpose of the role:**

* To work with the Head teacher in creating, inspiring and embodying the Christian ethos and Culture of this Church school, securing its Mission Statement and ensuring an environment for teaching and learning that empowers pupils to achieve their highest potential.
* Each Midday Supervisor will be allocated areas and/ or pupils for whom they will be responsible each day. This could vary from day to day on a rota basis.
* The main areas of work responsibility will be the dining rooms and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal.
* To maintain a good standard of behaviour, ensure that the school' s Behaviour Policy is followed at all times
* To act as a responsible, caring adult with the health, safety, and welfare of the children always in mind;
* To conduct themselves in a way which commands respect; and must see that the children behave at all times sensibly, safely and appropriately
* Ensure that they are aware of policies and procedures for First Aid, Safeguarding, Health and Safety and Child Protection
* Work effectively as a team to ensure the best possible experience for the pupils
* Undertake any training or professional development to support the role.

**Specific responsibilities include:**

* To check daily for messages in the contact book, before the start of the shift.
* Supervision of dining areas
* Managing queues, transitions and arrangements to and from dining areas.
* See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
* See that any spillage is removed quickly.
* Supervise return of used plates and cutlery by the children.
* Ensure the pupils leave the tables clean for next occupant.
* See that dining areas are left clean and tidy.
* Assist with the removal of tables at the end of lunch.
* Supervision of children during transition time.
* Arrange supervision so you move around amongst the children within the area being covered.
* Ensure acceptable standards of behaviour are maintained.
* Encourage positive play, lead games or activities.
* Promote children's wellbeing at all times
* Liaise with other staff, teachers and Head teacher regarding any incidents or concerns
* Complete any logs or paperwork as required
* Adhere to school policies and any school-specific procedures that apply to this role.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To undertake any other duties which from time to time may be required and be relevant and

commensurate with the post, as deemed necessary by the Head teacher.

Signed (Headteacher)

Date...........................

Signed (Midday supervisor)

Date..............................

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|  | **Essential** | **Desirable** |
| Qualification | * Basic skills in English and Maths | * GCSE C grade or equivalent in English and Maths * Childcare qualifications. * Sport coaching qualification. * Current First Aid Qualification |
| Experience | * Experience of supervising children as a   parent or carer | * Experience of supervising children   in a school setting or similar |
| Knowledge and Skills | * Good communication skills * An understanding of and commitment to   equal opportunities for all children   * An understanding of the importance of culture and ethos and how this impacts on   morale, high expectation and high standards   * An understanding of effect ive procedures   for managing and promoting positive  behaviour among young children   * An understanding of safeguarding and recognising the importance of ensuring a   secure and safe environment for pupils | * A knowledge and understanding of child development and social   interacting   * A knowledge and understanding of the value of constructive play opportunities |
| Personal Qualities | * Warmth, enthusiasm, commitment , energy and determination to inspire   others to achieve high standards   * Excellent timekeeping * Commitment to 100% attendance * Ability to inspire trust and confidence in children * Ability to encourage high standards of pupil behaviour at all times * Ability to observe the boundaries of the role and respect confidential information * Ability to initiate games and activities appropriate to the age of the children * Ability to relate to children on their level * Good organisational and interpersonal   skills   * Ability to work positively and sensitively with children, parents and other   stakeholders   * Ability to work constructively as part of a team to develop good personal relationships * Ability to deal with minor injuries * A commitment to personal development   and training |  |

*Evidence that the candidates meet the essential requirements will be considered during shortlisting from the application form and any personal statement provided.*

*At interview, candidates will be expected to answer questions about the teaching standards, along with personal qualities and skills and other areas not highlighted in application form or statement. The interview will also explore issues relating safeguarding and promoting the welfare of children.*