

# Midday Meals Supervisor



The Stour Academy Trust

# Introduction

***The Stour Academy Trust puts the needs of children at the heart of our decision making – children come first.***

Established in 2012, The Stour Academy Trust are a primary school sector only Trust, for children aged 4-11 years. The well-being of our pupils is our number one priority. Our foundations have been grown first before expansion. We will only expand when we have the capacity to do so.

## **Core Purpose:**

The Trust's ultimate goal is to improve outcomes for children. Therefore, we develop highly skilled back-office teams, using the latest technology, to support the teaching and learning team so they are free to focus on the core task of teaching, to ensure the best outcomes for all children

## **Values:**

We value children's well-being and their education above all else. We put the needs of children at the heart of our decision making – children come first.

## **What drives us?**

We have a moral obligation to provide children with the highest standard of teaching and learning.

Leading with a strong vision and clear direction gives our Trust a tremendous opportunity to build on our strengths, become more distinctive and in an ever-changing environment, remain relevant and strong.

The Trust prides itself on the ability to build effective teams which go on to support collaborative approaches to working at all levels, encouraging openness and sharing of ideas. As a Trust we have established a supportive ethos across the MAT promoting a culture of common accountability among all employees. We are not afraid to move out of our comfort zone and our pro-active 'can-do' philosophy seeks out solutions to overcome barriers with a sense of urgency. The Trust staffing structure focuses on high standards throughout the establishment, ensuring succession planning at all levels of leadership and within our outstanding teams.



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**Post:** Midday Meals Supervisor

**Reports to:** Headteacher

**Liaising with:** Headteacher, Senior Leadership Team, Staff, and Pupils

**Purpose:**

Supervise pupils during mealtime period, promoting the Trust's family dining ethos and to ensure pupil wellbeing and maintain their safety.

### **Specific Responsibilities**

- To put out dining tables (where applicable) and set with cutlery and beakers in time for the mealtime period and ensure there are sufficient settings for the number of pupils eating that day
- To assist with cleaning in the dining hall and school if required
- Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of pupils
- Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils and focus on the Trust 'family dining' ethos
- Where applicable prepare hot or cold meals based on agreed menus, clean and tidy equipment at the end of each session
- Assist the pupils, as necessary, during the meal break to ensure their wellbeing
- Ensure plates, bowls, cups etc are cleared from tables in an appropriate manner to maintain a clean and tidy environment and to free up space for any further sittings where applicable
- Ensure that once meals are finished that the dining area is wiped down and left in a clean and tidy manner to maintain a clean and tidy environment
- Assist in collecting pupils from collection point and escort to hall/classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable
- Operate, where applicable, a first aid service, during mealtime to deal with any accidents that occur safely and quickly

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To work as a lunchtime supervisor, the following skills would be helpful:

- enjoyment of working with children and the ability to control and supervise them
- patience
- the ability to stay calm
- good communication skills
- the ability to work as part of a team

Lunchtime supervisors must also be aware of responsibilities under child protection legislation (training will be provided) and report any concerns regarding a child to a senior supervisor or the head teacher

**The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.**



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