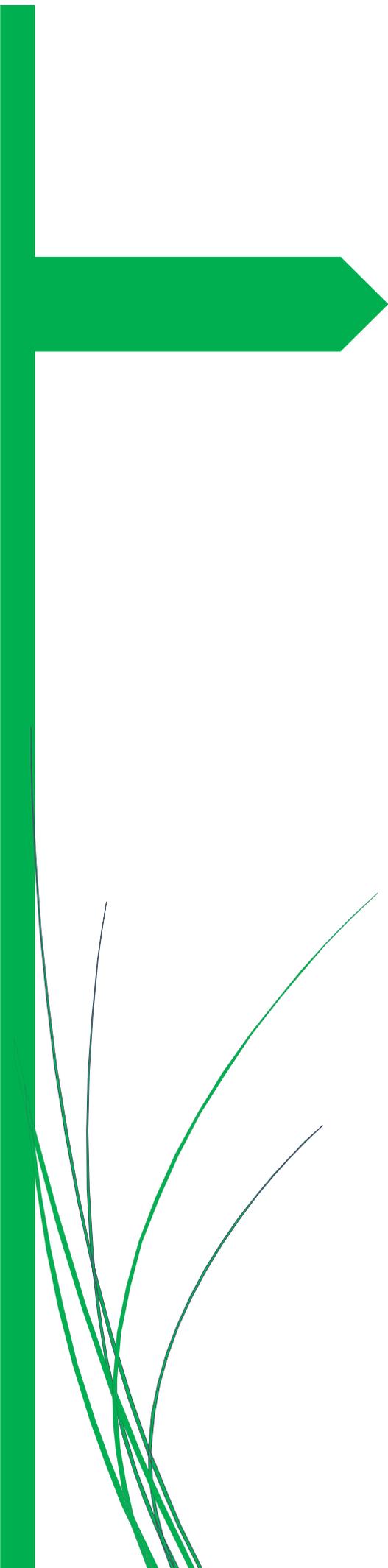




Professional Standards for Midday Supervisors at

New Ash Green Primary School

(NAME)



New Ash Green Primary School – Our Vision Statement

At New Ash Green Primary School, our outstanding levels of teaching and a dynamic curriculum inspire our children to develop their **curiosity** for a love of learning. This allows them to achieve their full potential. We thrive on enthusiasm. Through **inspirational** leadership, children are encouraged to excel and develop **resilience** and **self-motivation** while learning how to **challenge** themselves within a safe and caring environment. The well-being of all our children is paramount. Our children and adults inspire each other to achieve their goals. At New Ash Green Primary School we celebrate cultures, diversity and individuality. We promote **independence** so that our children and community can flourish.



These Core Values form the bedrock to our school motto:

“Together Everyone Achieves More” =



Together
Everyone
Achieves
More

British Values

The British Values underpin the school ethos and learning powers. These should be on display in all classrooms and taught throughout all lessons, on the playground and at lunchtimes:

1. Democracy
2. The rule of law
3. Individual liberty and mutual respect
4. Tolerance of those of different beliefs and religion.

Professional standards for a Midday Supervisor at New Ash Green Primary School

	Knowledge (know it)	Skills (show it)	Behaviours (live it)
Encourage behaviours and manage activities of pupils	<p>Know how to lay out the dining area and equipment to make the best use of the space and run the best meal service</p> <p>Know the signs to look for in pupils to recognise when extra help may be required</p> <p>Know safe and acceptable methods for controlling behaviour of pupils in line with school policies and procedures</p> <p>Know how to engage pupils to promote and encourage good behaviour, inclusion and participation</p>	<p>Work with the catering team to ensure the dining room is ready for the pupils when they arrive</p> <p>Work with catering and school team members to identify pupils who may need extra help during the meal or during activities</p> <p>Identify and reward good behaviour and address bad behaviour in accordance with the school's policies and procedures</p> <p>Develop a good rapport with pupils at meal time and during activities to ensure all feel valued and included</p>	<p>Make the dining room attractive within the limits of the school and facilities</p> <p>Anticipate and respond to individual pupils, changing approach as required for each pupil, using the support of team members when needed</p> <p>Positively encourage good behaviours, provide a fair and tolerant midday service where pupils understand the rules and follow them</p> <p>See the dining experience through the eyes of the child and build a rapport with pupils so they trust and respect midday supervisors and the catering team</p>
Safeguarding and confidentiality	<p>Know the types of sensitive data that may be required in the catering operation for pupils in the dining</p>	<p>Receive, store and use confidential data relating to pupils within own area of responsibility.</p>	<p>Take a proactive approach to safeguarding, ensuring effective ongoing</p>

	Knowledge (know it)	Skills (show it)	Behaviours (live it)
	<p>area and how this must be used and stored in adherence to data protection</p> <p>Know the organisation's safeguarding policy and procedures</p> <p>Know what to look for to identify potential safeguarding situations</p>	<p>Watch for indications of potential safeguarding issues and report immediately in line with organisational policies and procedures</p>	<p>communication with relevant parties to ensure the safety and welfare of pupils</p>
Nutrition and allergens	<p>Understand what constitutes a healthy balanced meal in line with the food based standards and guidance and why these are important</p> <p>Know common food allergens and how the school and school caterers manage them, including</p>	<p>Encourage pupils to choose and eat a balanced meal, explaining to them how and why different foods are good for them</p> <p>Identify allergens in school food, communicate with school caterers and ensure pupils with allergies eat accordingly</p>	<p>Know what food is on offer, what it contains, manage pupils' choices to ensure they get a balanced meal and help pupils learn about why it is important</p>
First aid	<p>Know what to do if first aid or medical assistance is needed</p>	<p>Deal with medical incidents efficiently and considerately in line with policies and procedures</p>	<p>Show empathy when dealing with first aid issues</p>
Health, safety and hygiene	<p>Know how to work with the catering team organise the dining room service in the quickest and safest way</p>	<p>Guide the pupils through each stage of the meal service in a fast and safe way, assisting when needed</p> <p>Check the dining area to make sure it</p>	<p>Work with pupils to give them a positive, efficient and safe meal service</p> <p>Lead by example showing pupils</p>

	Knowledge (know it)	Skills (show it)	Behaviours (live it)
	<p>Know the requirements for daily health and safety checks of the dining area, equipment, heating and lighting</p> <p>Identify the personal hygiene standards, food safety practices and procedures required and understand the importance of following them</p>	<p>is safe, dealing with any hazards that are found, encourage safe behaviour from pupils</p> <p>Maintain a clean and hygienic dining room environment at all times, dealing with hazards as they occur and ensuring food safety procedures are followed at all time</p>	<p>how to be healthy and safe</p> <p>Have high personal hygiene standards and demonstrate a clean work area ethic at all times</p>
Teamwork and cultures	<p>Know and understand how to communicate with pupils, catering team members, school staff and other stakeholders</p> <p>Understand the principles of team work and how own role fits into the catering and school team structures to achieve aims and objectives</p> <p>Recognise where conflict exists and understand how it can be prevented and resolved</p>	<p>Use different types of communication depending on the situation and who you are communicating with to ensure the message is transmitted correctly</p> <p>Work consistently with catering team and school staff to ensure the whole school approach to school catering</p> <p>Identify conflicts and misunderstandings quickly and work on a solution that avoids disruption to the organisation</p>	<p>Tailor communication individually to each person, whether they are a pupil, team member or other stakeholder</p> <p>Encourage good team work with colleagues, improving working relationships whenever possible and becoming the bridge between the school, pupils and catering teams</p> <p>Be able to step back and consider where conflicts and misunderstandings have started and the best way to deal with them based on the people involved</p>

Personal and professional conduct

Midday Supervisors should uphold public trust in the education profession by:

1. **Having proper and professional regard for the ethos, policies and practices of the school** in which they work as professional members of staff.
2. **Demonstrating positive attitudes, values and behaviours** to develop and sustain effective relationships with the school community.
3. **Having regard for the need to safeguard pupil's well-being** by following relevant statutory guidance along with school policies and practice.
4. **Upholding values consistent with those required from Midday Supervisors** by respecting individual differences and cultural diversity.
5. **Committing to improve their own practice** through self-evaluation and awareness.

Refer to the School's Code of Conduct Policy.

Signed _____

Date _____

Headteacher _____

Date _____