



## **JOB DESCRIPTION**

**Job Title:** Midday Meals Supervisor

**Reports to:** Deputy Headteacher

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### **Job Description**

- Setting up the hall, tables and chairs ready for classes 11:30am.
- Collecting dinners for the classes to take to class (if applicable).
- Assisting with feeding, with direction from class teacher.
- Cleaning aprons, utensils, tables in class.
- Assisting with playtime duties whether this be in class or outside, with direction from class teacher.
- Returning plates and cutlery to the kitchen, tidying up in the hall, wiping tables, chairs, sweeping etc, when directed by senior, replenish supplies.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Ensure the maintenance of a clean, orderly and safe working environment.
- Keep abreast of whole school communication, check own emails.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- Undertake training and attend relevant meetings (within contracted hours) as required to ensure own professional development. Attend training outside of contracted hours with advanced notice and negotiation.
- Arrive at school in time to be appropriately prepared for the start of working hours.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality reporting all concerns to an appropriate person to ensure the pupils well-being.
- Ensure health and safety and good behaviour of pupils.
- Promote positive behaviour effectively and constantly to raise self-esteem.
- Promote the inclusion and acceptance of all pupils
- Attend to pupil's personal care needs and assist with the organisation of mealtimes; this may include PEG feeding following appropriate training.

**NECESSARY EXPERIENCE:**

- Good standard of general education together with good numeracy and literacy skills; Grade C or above at GCSE (or equivalent) in English and Maths.
- Use basic technology i.e. computer, video, photocopier etc.
- Previous experience of working with children.
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.

**PERSONAL ATTRIBUTES:**

- A positive attitude to all aspects of work
- To be adaptable and flexible
- To demonstrate a desire to do your very best and to want to improve yourself
- To show dignity and respect for everyone
- To be self- assured and independent
- To act in a professional manner
- To use initiative
- To demonstrate accountability for all your actions

**JOB CONTEXT:**

TA's will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in planning, monitoring, assessment and class management. Teaching Assistant's would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.

The post holder must have good communication skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.



## PERSON SPECIFICATION

Essential

Desirable

### TRAINING & QUALIFICATIONS:

English and Maths GCSE or equivalent grade C or above (original certificates **must** be brought to interview)

Any NVQ 2 showing ability to study at that level

Evidence of attending training to develop own skills

### PROFESSIONAL KNOWLEDGE & UNDERSTANDING:

Experience within any school

Experience with children / young people with Additional Educational Needs

Able to use IT for their own needs and to develop children's learning

### PERSONAL SKILLS & ABILITIES:

Excellent sense of fun, humour and enjoyment of life

Able to build and manage relationships constructively with a wide range of pupils, adults and professionals

Personal organisation skills in order to meet the many and varied elements of the role

Able to work as a member of a team

### OTHER REQUIREMENTS:

Application forms must be completed in full – dates & grades of qualifications are essential

Supporting letters should be clear and concise and relate to the person specification and job description

Underpinned by an overall philosophy / understanding of special education

The interview will explore candidates' ability to perform the duties of the post as well as:

- Safeguarding and promoting the welfare of children
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children / young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

If shortlisted, any relevant issues arising from references will also be discussed further at interview.