**Midday Meal Supervisor**

**Tunbridge Wells Site/Tonbridge Site**

**School Mission:** Children and young people at the heart of all we do.

**School Ethos**: Work Hard, Be Kind, Have Fun, Stay Safe.

**Hours**: 10 hours per week, 12pm – 2pm, Monday to Friday, Term Time Only

**Reporting to:** A member of the Leadership Team

**Pay Range:** Kent Scheme A - £24,513 (FTE)

**Job Description**

A Midday Meal Supervisor is required to join our friendly and supportive team for 10 hours per week to supervise during the lunch break in the school hall and on the playground.

* Supervise and assist the pupils throughout the mealtime period to ensure their wellbeing and maintain their safety.
* Assist the pupils, as necessary, during the meal break to ensure their wellbeing. This may include providing them with a drink, helping with spillages, cutting up food and caring for pupils’ personal needs following personal care plans to ensure pupils are fully supported during mealtimes including checking that sufficient amounts of their meal have been eaten.
* Ensure pupils are supported in the dining room and encourage to be safe and independent. Assisting with playtime duties whether this be in the class or outside.
* Encourage and support play, ensuring that activities are inclusive, engaging, and safe for all pupils.
* Work collaboratively with colleagues to ensure a safe and enjoyable lunchtime experience for all pupils
* The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Headteacher and to meet the needs of the school.

**Person Specification**

|  |  |
| --- | --- |
| **Qualifications & Experience**   * Good basic education to GCSE standard (or equivalent), with competency in literacy, numeracy and ICT * Experience of working with children, and knowledge and understanding of children’s learning and developmental needs * An awareness of Child Protection policy, procedures and safeguarding of young people * Experience of working within the caring or education profession in a voluntary or paid capacity | Desirable |
| **Personal Qualities & Skills**   * Ability to self-evaluate learning needs and actively seek learning opportunities * Work constructively as part of a team, understanding school roles and responsibilities and own position within those * To be able to initiate opportunities for self and others and to find solutions to ensure tasks are completed within specified timeframes * Ability to work collaboratively and carry out role effectively, knowing when to seek help and advice * Willingness to undertake further training * A positive, enthusiastic outlook with the energy, drive and determination to succeed * Resilience and flexible with the ability to work under pressure * Ability to self-manage and work independently * A commitment to safeguarding and promoting the welfare of children and young people * A commitment to the school’s ethos, vision and values * Reflective, self-critical and open with a good sense of humour * Personable and able to relate well to pupils, and staff | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential |

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Disclosure and Barring Service (DBS) to KCCs satisfaction. Oakley School is committed to the fair treatment of its staff, potential staff or users of its services regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. Where applicants have declared a criminal record, the relevance and circumstances of the offences will be considered in relation to the post applied for. Having a criminal record will not necessarily bar that person from working with us.

***Oakley School is committed to safeguarding children and young people, a commitment we expect all staff to share and uphold.***