



## Job Description

<b>School:</b>	<b>Higham Primary School</b>
<b>Job Title:</b>	<b>Midday Meals Supervisor</b>
<b>Grade:</b>	<b>KSA</b>

<b>Responsible To:</b>	<b><i>Line Manager &amp; Headteacher</i></b>
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## Purpose of the Job

Supervise the pupils during the lunchtime period to minimise any disruption, ensure their wellbeing and maintain their safety.

Provide a range of play, educational and social activities to enhance pupil wellbeing and contribute to the management of pupil behaviour.

## Key Duties and Responsibilities

- To initiate, facilitate and encourage pupil participation in a varied programme of group play / games / activities.
- To prepare, utilise and tidy away a range of equipment, materials and resources to provide innovative / creative activities which engage and motivate children.
- To assist pupils during the lunch period to ensure their wellbeing.
- To encourage positive interaction and play between pupils to promote inclusion and sharing.
- To encourage good behaviour in accordance with agreed school behaviour policies and playground rules.
- To report any incidents to the class teacher to ensure continuity / communication between the playground and the classroom.
- To work safely and encourage safe behaviour from children, demonstrating an awareness of health and safety regulations.
- To provide first aid treatment, recording any accidents that occur in accordance with school procedure.
- Ensure the medical box and first aid kit are taken out with the class so they are easily accessible during the lunch break.
- Put out tables and benches (where applicable), and put out cups in time for the mealtime period to ensure there are sufficient settings for the number of pupils eating that day.
- Collect pupils from their classes and ensure they move around the school in a safe and appropriate manner.
- Handle all interactions with pupils in a sensitive, professional and considerate manner.
- 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 all pupils.



- Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils.
- Check that pupils have or are provided with a drink and/or that sufficient amounts of their meal have been eaten.
- Be vigilant during mealtimes and report any concerns about food, including the presence of nut products or issues related to a child's dietary needs, to the appropriate staff member.
- 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, as required, whilst still promoting independence as much as possible.
- Ensure trays and cups 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.
- To assist serving food and support the catering team as needed.
- Ensure, once meals are finished, that the tables and benches are wiped down and the hall is left in a clean and tidy manner to maintain a clean and tidy environment.
- Complete any training requested by the School.
- Report any damaged equipment to the Site or Office Manager.

**In all cases:**

- To be responsible for promoting and safeguarding the welfare of children and young people within the school, and report to the headteacher any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and equal opportunities, reporting all concerns to an appropriate person.
- To carry out additional duties that are commensurate with the grade and expectations of the role, as directed by the Headteacher or Senior Leadership Team.

Footnote – This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Headteacher \_\_\_\_\_ Date \_\_\_\_\_



## Person Specification

	CRITERIA	Essential or Desirable
<b>QUALIFICATIONS</b>	<p>You will not need previous specific experience or qualifications.</p> <p>Recent school leaves will have evidence of basic educational achievements or qualifications.</p> <p>First Aid qualification would be an advantage</p>	<p>Desirable</p> <p>Desirable</p>
<b>EXPERIENCE</b>	<p>None</p> <p>Previous experience of working with children would be an advantage.</p>	Desirable
<b>SKILLS AND ABILITIES</b>	<p>Ability to communicate with pupils during midday breaks e.g. to encourage healthy meal selection, oversee play activities.</p> <p>Ability to recognise and deal with emergency situations</p> <p>May require knowledge to enable the post holder be responsible for the safe use of equipment</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
<b>KNOWLEDGE</b>	<p>Knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable.</p>	Desirable

Signed \_\_\_\_\_ Date \_\_\_\_\_

Headteacher \_\_\_\_\_ Date \_\_\_\_\_