

**KSA (£24,513 FTE £3,545.27 pro-rata for actual working hours) – Midday Meals Supervisor
(Mon-Fri Term Time Only + INSET Days 12pm-1:15pm) – Job Description**

Respect, Compassion, Community, Perseverance, Aspiration, Independence

Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

PURPOSE OF THE JOB:

To be responsible for the supervision and maintain positive behaviour of pupils in a given area of the school during the midday break. Depending on the area of the school allocated, duties may include responsibility for the orderly conduct of pupils taking the school meal and/or that of pupils in and around the school buildings or on the playground during the midday break.

MAIN DUTIES:

Supervision

- Supervise pupils in in the lunch area, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Monitor pupils that aren't engaging in play and feed back any concerns to class teachers
- To assist and direct pupils in the dining areas and elsewhere, dealing with incidents of unacceptable behaviour and referring matters to the Senior Leadership Team when necessary.
- To assist as directed with the maintenance of orderly arrangements both for taking of the school meal and the use of the buildings and other areas by pupils.
- To assist as directed with arrangements for the administration of the taking of the school meal (including, if appropriate the handling of cutlery, plates or other equipment).

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feed back concerns relating to pupils' health and safety to a senior member of staff

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Play

- Organise play activities to encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities

Safeguarding

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals.
- Report any safeguarding concerns

Other areas of responsibility:

- Read and follow the relevant school policies
- Undertake training required to develop in the role