Job Description

**Lead Midday Meals Supervisor**

**Grade:** Kent Range 3 (0.1 FTE)

**Hours:**  6.25 hours per week

**Weeks:** Term‐time only (38 weeks)

**Salary:** £16,236 (pro rata)

**Working hours:** 1 hour and 15 minutes Monday to Friday

**Based at:** Primarily based at Minterne Junior School. Travel between Trust sites may be required

**This is a permanent position** (subject to a 6 month probationary period)

**Purpose of the job**

To supervise the team during the lunch period who provide a range of play, educational and social activities to enhance pupil wellbeing, minimise any disruption and maintain pupil safety.

Work safely and encourage safe behaviour from pupils, demonstrating an awareness of health and safety regulations.

**Key duties and responsibilities**

* Supervise the team of midday meal supervisors
  + Organise rotas/work schedules and pass on any instructions regarding duties to staff
  + Encourage good behaviour in accordance with agreed school behaviour policies and playground rules, reporting any incidents to the Senior Leadership Team at the end of the lunch period.
  + Act as liaison during the lunch period with the pastoral team, Senior Leadership Team or other school staff as necessary
* Arrange and facilitate appropriate play and physical lunchtime activities to provide innovative/creative activities which engage and motivate pupils, directing other team members as required
* Encourage positive interaction and play between pupils to promote inclusion and sharing.
* Monitor pupil behaviour throughout the lunch period, promoting positive behaviour to maintain the safety and wellbeing of all pupils:
  + Ensure pupils are escorted from collection point to hall/classroom or school areas used by pupils at lunchtime are appropriately supervised
  + Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal 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.
* Ensure the dining area is appropriately set in time for the lunch period for the number of pupils eating each day and that a clean and tidy environment is maintained throughout the lunch period
* Ensure pupils are assisted, as required, during the lunch period to ensure their wellbeing.
* Operate a first aid service during the lunch period to deal with any accidents that occur safely and quickly, recording any accidents that occur in accordance with school procedure.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do

Be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school maintain confidentiality and discretion in all aspects of work

Potential in Everyone Academy Trust is committed to safeguarding and promoting the welfare of children Any other work requested by, and deemed appropriate by, strategic leaders

# This role is subject to an enhanced DBS check

**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 post

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**Lead Midday Meals Supervisor**

Applicants should describe in their application how they meet these criteria

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| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications / Education | * You will not need previous specific experience or   qualifications. Recent school leaves will have evidence of basic educational achievements or qualifications | * First Aid qualification would be an advantage |
| Experience | * Previous experience of working with children * Knowledge of school procedures for lunchtime supervision of children * Knowledge of providing lunchtime activities to engage children |  |
| Skills | * Able to communicate calmly, tactfully and effectively across a range of people and accurately convey messages both orally and in writing * Able to communicate, motivate and engage pupils during lunch period e.g. to encourage healthy meal selection, oversee play activities * Practical skills in relevant activities – games/indoor and outdoor play/art/craft * Able to manage behaviour in accordance with agreed school procedures * Able to recognise and deal with emergency situations * Able to lead pupils in group activities * Able to form effective working relationships needed to supervise others * Able to work confidentially, keeping work-related discussions and child protection issues in a school setting confidential * Able to work effectively and supportively as a team member | * Knowledge of relevant policies which keep children safe in education EG Safeguarding and Child Protection * Skills and confidence to provide first aid in a real-life situation |
| Personal attributes | * ‘Can do’ attitude and proactive approach to work * A mature and sensitive manner * Flexible and motivated in approach, able to adjust to the changing daily demands * Good time keeping and attendance * Self-motivated and pro-active * Appropriate levels of personal presentation |  |
| Values | * Commitment to school’s aims and values * Commitment to continuous personal development * Honest and reliable, displays integrity and commitment to the Trust * Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of   the school family |  |