



### JOB DESCRIPTION

<b>Post Title:</b>	<b>Midday Meals Supervisor</b>
<b>Responsible to:</b>	<b>Assistant Headteacher</b>
<b>Accountable to:</b>	<b>Executive Headteacher and Cluster Finance &amp; Admin Manager</b>
<b>Based:</b>	<b>Gainsborough Primary School</b>
<b>Hours:</b>	<b>15 hours per week (term time only)</b>
<b>Scale</b>	<b>3 Grades 5-6</b>
<b>Contacts:</b>	<b>Headteacher, Senior Managers, Finance &amp; Administration Manager, Data &amp; Administration Officer, School Keeper, School Cook, other school staff, pupils, Governing Body, the LEA, parents and caregivers, and other outside bodies such as building contractors.</b>

#### **JOB SUMMARY:**

As part of a team, assisting the Pastoral Support Manager/Headteacher in securing the safety, and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site(s) of the school and leading a team of Midday Supervisors in accordance with the general instructions of the Headteacher.

#### **Main Responsibilities:**

1. Supervision and control of pupils in the dining hall
2. Supervision and control of pupils in the playground and about other school premises
3. Associated ancillary duties

#### **Main Duties:**

##### ***Supervision and control of pupils in the dining hall, including:***

- Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting, changing clothing etc., in accordance with school policy) prior to entering the dining room.
- Organising dinner queue and entrance of pupils into the dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere.
- Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to:
  - Headteacher/Senior Midday Supervisor according to severity of incident.

- Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary.
- Encouraging pupils to eat (including those with packed lunches) especially those with SEND needs. Being aware of pupils on special or restricted diets for medical reasons from information provided at the school.
- Encouraging social skills and good table manners, ensuring safety with knives and forks.
- Ensuring pupils tidy/clear up in a satisfactory manner.
- Cleaning up spillages when food is dropped where such spillages are hazardous to pupils/staff.
- Dealing with any body spillages in the dining hall in accordance with infection control procedures, ensure pupils go to the medical room if appropriate.
- Sharing responsibility with other Midday Supervisors and/or staff for the maintenance of order and discipline in the dining hall area.

***Supervision and control of pupils in the playground and about other school premises including:***

- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring that they are adequately dressed for the prevailing weather conditions where necessary.
- Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation. Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Headteacher/Senior Midday Supervisor.
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary.
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Occasionally participating in games.
- Discouraging any dangerous activities. Dealing with any acceptance or challenging behaviour under the direction of guidelines in operation at the school.
- Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Headteacher/Senior Midday Supervisor.
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities.
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period.

***Associated Ancillary Duties***

- Locking and securing classrooms which contain personal belongings of staff and pupils.
- Checking toilet areas regularly for signs of pupil smoking/vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas.
- Reporting any damage or blockages to caretaking staff.

***Support for the Pupils /families***

- To take a lead role in undertaking games and activities with pupils.
- To deliver pastoral support.
- To give basic first aid.
- During play, to support the development and implementation of Individual Behaviour Plans.
- To support pupils constantly whilst recognising and responding to individual needs and provide advice to assist their social, health and hygiene development.
- To promote the inclusion and acceptance of all pupils within the playground.
- Encourage pupils to interact and work cooperatively with others and engage in all activities.
- Under supervision, to receive and support a child who has been excluded or is not included within the playground activities.
- To work with pupils, understanding how to motivate and encourage them to develop and achieve.

- To act as a role model for pupils and provide support for distressed pupils.
- To provide feedback to pupils in relation to their behaviour.
- To deal with minor incidents and health and hygiene or the children where necessary.
- Establish good relationships with children, interact positively with children, encouraging cooperation and mutual support.
- Monitor children's well-being and readiness for class; provide help and support to children.
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
- Speak clearly and listen carefully to pupils, using questions to check understanding.
- Remain tactful when talking to pupils and others.

### **Support for the Teachers**

- To provide objectives and accurate feedback of pupils' behaviour to the Pastoral Support Manager and appropriate others through a predetermined reporting system.
- To be proactive in managing behaviour, promoting self-control, independence and integration.
- To ensure the health and safety of pupils at all times.
- To undertake appropriate administrative support where necessary.
- To work within an agreed system of supervision with small groups of children and to take responsibility for their learning.

### **Support for the School**

- To assist the Pastoral Support Manager in the induction of other Midday Supervisors, as directed
- Be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety, security and confidentiality, report all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to develop.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings, training and other activities as required.
- To attend meetings with the SPastoral Support Manager as required.
- To promote equal opportunities at all times.
- Recognise own strengths and arrears of specialist expertise and use these to lead, advise and support others

### **Special Educational Needs**

- Determine need for, select and prepare the use of specialist equipment or activities, taking into account pupils' interests, language, cultural background and physical ability.
- Where appropriate, continue to provide support for children with special needs.

### **GENERAL:**

- This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.
- The postholder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.
- The postholder may be required to work outside normal school hours on occasion, with due notice.
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their appointment form and are expected to disclose such information at the appointment interview.

- Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

**Date of Issue:**

.....

**Name of Postholder:**

.....

**Signature of Postholder:**

.....

**Signature of Headteacher:**

.....



**PERSON SPECIFICATION**

**Middy Meals Supervisor**

	<b>Essential</b>
<b>Qualifications, Knowledge and Experience</b>	<p>A sound level of literacy and numeracy.</p> <p>Working with or caring for pupils of relevant age.</p> <p>Understanding of relevant policies/codes of practice and awareness of relevant legislation.</p> <p>Commitment to and understanding of Equal Opportunities.</p> <p>Basic understanding of child development and learning.</p> <p>Basic food hygiene.</p> <p>Appropriate knowledge of first aid.</p> <p>Basic health and safety.</p>
<b>Communication</b>	<p>Able to demonstrate tact and diplomacy in communication.</p> <p>Able to communicate with both adults and children effectively</p>
<b>Skills and Abilities</b>	<p>Confidence in dealing with young people, maintaining discipline, motivation and ensuring well-being of children including acting on bullying.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p> <p>Ability to maintain confidentiality at all times.</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.</p> <p>Ability to promote school when talking to visitors, colleagues and members of the community.</p> <p>Display commitment to the protection and safeguarding of children and young people.</p>