

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title:	School Meals Supervisor
Directorate:	Wentworth Nursery School and Children's Centre
Reporting to:	Deputy Head Teacher
Grade:	Scale 2

Job description

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| Purpose of the post: | <ul style="list-style-type: none">• To promote talk and children's independence within a family service at lunch time.• To develop children's learning through meaningful learning experiences (such as counting the number of bowls needed for pudding or responding to and engaging with children's interests).• To ensure the health and safety all pupils for example by knowing and adhering to any dietary needs of the children.• |
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Main duties and responsibilities:

Support for Pupils:

At mealtime:

- Ensure meal times are calm, relaxed where children have opportunities to talk and listen to both their peers and the adult.
- Promote good manners and polite conversation.
- Establish constructive relationships with pupils and interact with them according to individual needs to enable children to feel calm, happy and engaged in talk.
- Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
- Ensure that pupils who have special dietary needs receive the correct meal.
- Develop children's counting skills during the lunch time session.
- Ensure that the pupils wash and dry their hands.
- Encourage pupils to be independent in using cutlery and in putting their dishes away.
- Promote the inclusion and acceptance of all pupils.

After lunch:

- Support specific learning experiences under the direction of the class teacher/keyworker or other colleagues.
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In the Garden

- Engage in children's play, promoting talk, turn taking, mark making and counting skills.
- Teach games and implement good behaviour in the garden.
- Ensure pupils are dressed appropriately for the weather developing their independence in putting coats on.
- Be aware of any pupils with special needs who may benefit from additional support in the garden.
- Ensure that everyone (adults and pupils) is treated with respect and that equality of opportunity is given to all.

Communication:

- To recognise and report on child protection issues according to school policy.
- Communicate any general concerns to the class teacher or keyworker at the end of the lunchtime.
- Report and record any accidents in accordance with the school's health and safety policy.

Support for the School:

- Prepare, maintain and use resources under the direction of the class teacher/keyworker to facilitate high quality learning.
- Ensure the pupils are engaged with in a purposeful way, where children's talk is promoted and valued.
- Be punctual and reliable.
- Provide detailed and regular feedback to teachers and keyworkers on pupils' achievement, progress, difficulties etc.
- Promote good pupil behaviour, in line with established policy and encourage pupils to resolve any difficulties using talk as well as modelling strategies to the children.
- Appreciate and support the role of other professionals. Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public.
- Employees should co-operate with the Leadership Team and follow established

systems of work, use protective equipment where necessary and report defectives and hazards to management.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- Take part in the school's performance management system.
 - Enhanced CRB Check.
 - Strong commitment to furthering equalities in both service delivery and employment practice.
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title:	School Meals Supervisor
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Person Specification

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	Essential	Desirable
Qualifications		
1. None.		
Experience		
2. Working with or caring for pupils of relevant age.	✓	
Knowledge		
3. Understanding of relevant polices/codes of practice and awareness of relevant legislation.	✓	
4. Commitment to and understanding of Equal Opportunities.	✓	
5. Basic understanding of child development and learning.	✓	
Skills		
6. Good numeracy / literacy skills and communication skills.	✓	
7. Confidence in dealing with young people, maintaining discipline and motivation.	✓	
8. Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
9. Ability to relate well to pupils and adults.	✓	
10. Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.	✓	
11. Display commitment to the protection and safeguarding of children and young people.	✓	