

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: ***Midday meals supervisor***

Directorate: QUEENSBRIDGE PRIMARY

Reporting to: HT/DH/BUSINESS MANAGER

Grade: Scale 2

Job description

Purpose of the post:

Provide a secure and welcoming facility to support, motivate and supervise pupils in eating their meal inside and with outdoor play activities. Responsible for the health, safety, conduct and well-being of all pupils (correct ratio outside to be maintained), and in particular those in the class allocated under the duty rota for outside and wet playtimes. Deal with problems and promote constructive play ideas with pupils out on the playground. Use restorative practices outside to resolve conflict.

Main duties and responsibilities:

Support for Pupils:

At mealtime:

- Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
- Support pupils in meal arrangements. Wipe the surfaces clean and any dropped food.
- Teach games to the pupils outside.
- Ensure that the pupils wash and dry their hands.
- Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.
- Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal. Pour water for the pupils.
- Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils either side of them.
- Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean. Sweep the floor if need be, lead by example and model.
- Promote a positive learning environment within the ethos of the school and out on the playground.
- Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.

In Playtime:

- Ensure pupils are dressed appropriately for the weather (checking coats are fastened).
- Operate a “band” system to go to the lavatory, so that too many pupils are not using the toilets at any one time. Make sure that toilets are used sensibly. Only hand out bands to the allocated class. No child in school without permission

- Ensure that pupils are not in the building when they should be outside.
- Provide first aid if needed on a rota basis on the bench
- Teach games and implement good behaviour in the playground (follow the appropriate policy). Use the outside zone sections to play games effectively.
- Initiate play with groups of children- ball throwing, cricket, climbing frame supervision
- Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch.
- Keep moving about the playground to supervise in ALL areas- be observant, engage with the children, do not stay in one place- actively move about
- Ensure that everyone (adults and pupils) is treated with respect and that equality of opportunity is given to all (see Equal Opportunity Policy).

Wet Playtime

(As well as above)

- Supervise a class while they play classroom games, draw or finish school work. Supervise on the stairs- KS1/KS2 or EYFS
- Use the upstairs hall at wet play time for KS2 to watch a film/ play games
- Supervise a group on first floor library if necessary, quiet wet lunch reading club
- Read a story or play games with your allocated class.
- Ensure equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session.
- Listen to the children and resolve any conflicts using our restorative approaches

Communication with others.

- To recognise and report on child protection issues according to school policy.
- Tick the attendance register each day.
- Fill in accident slips
- Be aware of school events by looking at the whiteboard in Medical room and Staff room, timetable on notice board in Staff room and reading your copy of the newsletter.
- Ensure that the "Class Behaviour Book" is used to record incidents.
- Ensure that stickers are used to record incidents involving pupils in other classes and that these are passed to the appropriate person.
- Communicate any general concerns to the class teacher at the end of the lunchtime.
- Tick class on behaviour chart each day if class have earned it.

Support for the School:

- Prepare, maintain and use resources required to meet requirements and assist pupils in their use.
- Ensure the pupils are always supervised outside and that ratio is maintained, arrive punctually to their classroom from outside if need be, and the area is tidied up each day. Ensure the outside playground equipment is used and stored properly.
- Put equipment back into the shed at the end of playtime
- Challenge anyone you see looking through the gate
- Supervise on the stairs
- Be punctual and reliable.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

- Adopt the school's behaviour policy when dealing with disputes out on the playground. Using restorative justice
- Appreciate and support the role of other professionals. Attend and participate in relevant meetings as required. Participate in training and other outdoor 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 management, 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:

- Strong commitment to furthering equalities in both service delivery and employment practice.
 - Enhanced CRB check
 - Note dates of fortnightly school meal supervisor meetings from the wall chart in the staff room and attend meetings. This is a paid direct activity
 - 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:

Generic School Meals Supervisor

Person Specification

	Essential	Desirable
Qualifications	✓	✓
1. None		
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Experience	✓	✓
2. Working with or caring for pupils of relevant age	✓	
Knowledge	✓	✓
3. Understanding of relevant policies/codes of practice and awareness of relevant legislation.	✓	
4. Commitment to and understanding of Equal Opportunities/CP and safeguarding.	✓	
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 your own position within these.	✓	
11. Displays commitment to the protection and safeguarding of children and young people.	✓	