

POST TITLE: Midday Meals Supervisor

GRADE: Scale 2

DEPARTMENT: Schools

RESPONSIBLE/REPORTING TO: HLTA (pastoral care) and Assistant Head

Purpose of the Job:

To ensure the security, safety and well being, and care of the pupils of the school and to promote their social, emotional and physical development during the lunch time period. To organise and engage pupils in lunchtime activities.

Main Duties and Responsibilities:

1. To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline. To act as a positive role model at all times.
2. To report to the HLTA or appropriate supervisor at the beginning of the lunch period and receive any instructions with regard to duties.
3. To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any more incidents to the appropriate persons, as needed.
4. To ensure the safety and well being of children, providing emotional support where necessary. To consistently apply the '5 Rules' for supporting pupils with challenging behaviour, particularly from vulnerable pupils, when necessary and in accordance with the expectations of the school.
5. To arrange and supervise appropriate play and physical activities under the direction of the HLTA / Learning Mentor or appropriate supervisor.
6. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

Dining Hall

7. Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands.
8. To organise dinner queue and ensure calm and orderly entrance of pupils into dining hall and from dining hall to playground:
 - promoting and ensuring good behaviour and calm atmosphere
 - dealing with any misbehaviour that may occur in accordance with the school's behaviour policy.
 - addressing issues calmly and politely and in doing so being a role model to the children
 - Report, as appropriate, incidents to the HLTA / appropriate supervisor
9. To encourage all pupils to eat but especially assist those with special needs or disabilities, and to assist children with cutting up food, opening tins, pouring water etc. where appropriate to e.g. age of child, needs of child, as necessary.
10. To encourage social skills and good table manners, ensuring safety with knives and forks.
11. To clean up spillages of food and to organise clearing cutlery and crockery off tables.

Playground

12. Where appropriate, to collect pupils from classroom, or the playground, and secure movement around the school as needed.

13. To supervise and control the movement pupils during the lunch break to school premises and ensure calm orderly conduct in accordance with the school's expectations.

14. To check on any strangers who may enter the school grounds and report any concerns to the coordinator.

15. To ensure that pupils who leave the school site have permission to do so.

School Premises

16. To supervise pupils and promote good behaviour on the school premises in the hall, classrooms, on stairs and through corridors, during lunchtimes and in addition when children are inside because of weather conditions.

17. To ensure that, when classrooms are used during the Midday break because of weather that the children are safe, occupied and engaged in activities, and that the classroom is left tidy, ready for afternoon school.

18. To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the appropriate person.

19. To take part in training appropriate to the job of midday supervision, within contracted hours or as part of overtime.

20. To take part in any appraisal arrangement made by the school.

21. To be aware of the school's health and safety policies, and procedures for child protection and safeguarding, and to apply these at all times, as appropriate.

22. To undertake any other duties consistent with the purpose of the job.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Date of issue

Signature of Post holder

Signature of Head teacher