

# Midday Meals Supervisor Job Description

## PURPOSE OF THE JOB

Provide support in order that children experience a happy and safe lunchtime break and support children choosing and eating their lunch as appropriate.

## MAIN RESPONSIBILTIES

As part of a team of Midday Supervisors reporting to the Senior Midday Supervisor, be responsible for securing and maintaining the safety, welfare and conduct of pupils in a given area of the school during the midday break. Depending on the area of the school allocated, duties may include responsibility for the orderly conduct of pupils taking the school meal and/or that of pupils in and around the school buildings during the midday break.

### DUTIES

* Supervise pupils during the midday break, in dining areas, classrooms (if it is wet play) about the school premises and in play areas.
* Assist as directed with the promotion of an orderly and pleasant meals service.
* Assist as directed with arrangements for the administration of the taking of the school meal e.g. cutting food, pouring water, and to support the school’s policies regarding school meals provision (healthy eating, dietary requirements etc.)
* Be vigilant in respect of health and safety issues e.g. ensuring that slip or trip hazards such as wet floors are dealt with properly.
* Ensure children are in the correct area of the playground or school building.
* Assist and direct pupils in the dining areas and elsewhere, dealing with any incidents of unacceptable behaviour and referring matters to the Senior Midday Supervisor when necessary.
* Monitor vulnerable children and/or children who are not happy during the lunch break and liaising with the Senior Midday Meals Supervisor as appropriate.
* Initiate and encourage appropriate and stimulating play.
* At all times to carry out responsibilities/duties with due regard to the school’s policies.

## PERSONAL RESPONSIBILITIES

* Carry out the duties and responsibilities of the post, in accordance with the school’s Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
* Support and contribute to the school’s responsibility for safeguarding children.
* Undertake training and professional development as appropriate.
* Undertake other duties appropriate to the post that may reasonably be required from time to time.
* Carry out the responsibilities of the post, at all times, with due regard to the school’s policies.

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# Midday Meals Supervisor Person Specification

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|  | Essential | Desirable |
| Qualifications |  | A first aid qualification  A qualification, or successful completion of training, in working with children |
| Experience | Experience of working as part of a team  Relevant experience of supervising children in a paid or unpaid capacity. | Experience of working with children and families in a school setting |
| Knowledge, aptitude and skills | An ability to anticipate problems, show initiative and apply effective strategies to deal with situations which may arise in school e.g. taking appropriate action if it starts to rain or dealing with a disagreement between pupils  An ability to communicate and interact positively and appropriately with pupils, parents and colleagues | Knowledge of different playground games and activities and an ability to engage children in cooperative play  Knowledge of child development  Knowledge of child protection |
| Personal characteristics | Dedicated; Reflective; Diplomatic; Aspirational; Empathetic; Collaborative;  Self-confident; A sense of humour | |

*William Tyndale Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*