



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

Job Description Mealtime Supervisor

Reporting to: Assistant Headteacher
Grade: Scale 2 Term Time Only

Job Purpose:

To supervise pupils who remain on the school premises during lunch time ensuring that the children eat meals safely and behave appropriately. To oversee the safety and wellbeing of pupils and the adherence to the agreed school procedures whilst in the dining hall.

Duties:

The Midday Meals Supervisor will:

- Communicate effectively with all Midday Meals Supervisors
- Promote professional relationship between Midday Supervisors whilst engaged in role.
- To supervise saying grace before meals if required.
- Assist with the calm entry of children into the dining room and monitor their behaviour whilst they collect their meals
- Help younger pupils at the servery counter with the proper use of cutlery and help them cut up their food when necessary
- To supervise the eating of lunch, maintain discipline, maintain the use of cutlery and drinking water, and encourage pupils to consume their meal with good manners and without wasting time
- To supervise the returning, scraping and stacking of plates
- In the event of any spillage, to take necessary action immediately to avoid possible accidents.
- Supervise the dining hall as necessary assisting pupils with the return of used plates, trays, cutlery and beakers and with the cleaning of tables and chairs as lunch progresses.
- To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
- Supervise pupils eating food brought from home and ensure that all packed lunch equipment is cleared away after use.
- Report to the Welfare Officer or Headteacher / Leadership Team any child whose diet may give rise for concern.
- To closely monitor children known to be poor eaters
- To be aware of children with allergies and/or dietary needs; be familiar with particular procedures and take appropriate action
- In the event of any pupils vomiting at lunchtime, to clean the pupil and the affected area and refer the pupil to the Welfare Officer or Headteacher /Leadership Team.
- To work under the direction of the Headteacher / Leadership Team and to undertake any appropriate duties assigned by these members of staff
- Take charge of groups of children in all areas of the school, including classrooms during wet play, on the playground and dining room when required
- To ensure that during a wet lunchtime break children are supervised in their classrooms and a calm atmosphere is maintained, with children encouraged in appropriate activities

- To ensure that any equipment is set up prior to break time and used in the playground safely.
- To organise games and activities for groups of children during the lunchtime break.
- To be actively involved in developing play opportunities for children
- To deal with discipline issues in a positive, firm, fair and consistent manner in accordance with school policy and to report serious discipline issues: in the first instance, to the Headteacher / Leadership Team
- To deal with and record minor incidents/accidents and refer to qualified first aiders where appropriate. To report head injuries to the named first aider.
- To ensure the accident book and relevant forms are completed and follow the school accident-reporting procedures at all times

Personal responsibilities

- Read and understand key school plans, policies and procedures, especially the School Development Plan, Health and Safety Procedures, Child Protection and Safeguarding children in Education Procedures.
- At all times to carry out responsibilities and duties with due regards to the Council's Equal Opportunities Employment Policy.
- To adhere to St Joseph's Safeguarding Policy at all times
- To adhere to St Joseph's 'Acceptable Use of ICT' Policy at all times
- Take part in Performance Management in order to identify and agree development and training needs.
- Within your contracted hours, and as identified in Performance Management Processes, undertake training as may be required to enable you to provide the school with effective support. Training may be provided centrally or in school.
- Within your contracted hours, attend staff meetings as required. Where circumstances allow, to attend relevant INSET sessions, provided by school and external agencies and to attend Midday Meal Supervisors meetings.
- Respect the confidentiality of pupil information and respond sensitively to pupils' needs.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employ will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This document should be read in conjunction with the School Teacher's Pay and Conditions Document 1994, Regulations of the Local Education Authority, Articles of Government and other legislation, or any more recent versions of the above. Copies of these are available at the school.

Members of staff should at all times work within the framework provided by the school's policy statement to fulfil the general aims and objectives.

Signed: _____ Date: _____

PERSON SPECIFICATION

Mealtime Supervisor

Requirements	Essential & Desirable Criteria
Education and Experience	<p>Experience of working with children (either paid or unpaid capacity) preferably in an education setting.</p> <p>Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) (or by test).</p>
Skills, knowledge and abilities	<p>It is desirable to have experience of mealtime supervision, dealing effectively with children and staff team responsibility</p> <p>Able to form and maintain appropriate professional relationships and boundaries with children and young people.</p> <p>Ability to use E-mail, Microsoft Office (Word & Excel)</p> <p>Ability and willingness to work as part of a team</p> <p>Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy</p> <p>Ability to build and maintain an effective working relationship with a wide variety of people</p> <p>Diplomatic approach in dealing with difficult situations.</p> <p>Willingness to administer basic first aid.</p> <p>Ability to deal with sensitive information in a confidential manner and maintain strict confidentiality in all matters.</p> <p>A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p>