



JOB DESCRIPTION

Midday Meals Supervisor

Responsible to Headteacher & Senior Midday Meals Supervisor

Pay Scale – 1A2 point 8 - 10

Main purpose of job:

- To ensure the safety and welfare of all pupils on the school premises during the lunchtime break.
- To support and supervise children whilst eating
- To lead/organise children's games both in playground, during lunchtime clubs & in classroom during wet playtimes.

Main areas of responsibility

- Directly to supervise pupils during the midday break, to ensure the safety and welfare of all pupils. To report any health and safety issues during this period, in accordance with the general instructions of the Headteacher or Senior Meals Supervisor, also in liaison with other members of the school's teaching and support staff, as appropriate.
- To supervise pupils at lunchtime in all areas of the school, including classrooms, playgrounds, corridors, toilets and dining areas, in accordance with the instructions of the Headteacher or Senior Meals Supervisor where appropriate.
- To supervise the movement of pupils to and from the dining areas and the conduct of children waiting to enter dining areas.
- To supervise pupils whilst eating, to promote good table manners and ensure all children have eaten
- To ensure that all pupils return to the care of their teachers at the end of the lunchtime period.
- To inform class teacher of any accident and fill in accident report letter. Inform office of any accident to the head area.
- To provide first aid assistance to pupils in the event of minor accidents and to take appropriate action over more serious incidents, including reporting them to the Senior Meals Supervisor as soon as possible.

- To carry out any other duties connected with the supervision of pupils during this period, as instructed by the Headteacher.
- To contribute to the setting of high expectations of children's behaviour, and support the school's Behaviour Policy, using appropriate strategies to promote positive behaviour and to report behavioural incidents to Senior Meals Supervisor.
- To give active support to the LA inclusive policy.
- Report any safeguarding concerns or disclosures to the designated Safeguarding/Deputy Safeguarding officer.
- To promote and support the school values and aims and ethos of a Church School.