



FACT

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Midday Meal Supervisor

Job Description and Personal Specification

(Updated November 24)

R o l e P r o f i l e

Job Title: **Lunchtime & School Meals Supervisor**

Grade Range: **Grade 1c – Scp 2**

Reports to: **Head of School**

Role Purpose and Role Dimensions: Ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and play activities. Responsible for the health, safety, conduct and wellbeing of all pupils including those with SEN.

Also ensure the smooth running of the meal arrangements by anticipating and dealing with problems and promoting constructive play ideas with pupils.

Support for Pupils

This will involve:

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.
- Teach games to the pupils.
- 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 pupil's either side of them.
- Encourage pupils to be independent in clearing away after a meal.
- Promote a learning environment within the ethos of the school.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Report any concerns.

At Playtime:

- Ensure pupils are dressed appropriately for the weather (checking coats are fastened).
- Ensure that pupils are not in the building when they should be outside.
- Teach games and implement good behaviour in the playground (follow the appropriate policy).
- Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch.
- Ensure that everyone (adults and pupils) is treated with respect and that equality of opportunity is given to all (see Equal Opportunity Policy).
- Report any concerns.

Personal Specification

Job Title: Midday Meal Supervisor

Necessary knowledge:

- Understanding the relevant policies/codes of practice and awareness of relevant legislation.
- Commitment to and understanding of Equal Opportunities.
- Basic understanding of child development and learning.
- A commitment to safeguarding.

Necessary skills and abilities:

- Good communication skills.
- Confidence in dealing with young people, maintaining discipline and motivation.
- Ability to relate well to pupils and adults.
- Work constructively as part of a team.

To contribute as part of an effective and collaborative school team, midday meal supervisors are expected to:

- Participate in training to be able to demonstrate competence.
- Participate in first aid training as required.

The Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.