



## JOB DESCRIPTION

<b>HOURS:</b> 10 or 7.5 hours per week Fixed Term Contract Term Time plus Inset (39 weeks)	<b>NAME OF SCHOOL:</b> Cyril Jackson Primary School
<b>POST TITLE:</b> Midday Meal Supervisor	<b>GRADE:</b> 1A2
<b>RESPONSIBLE TO:</b> Senior Midday Meals Supervisor	
<p><b>JOB PURPOSE</b></p> <p>Midday Meal Supervisors have a very important role within the school and the contribution they make to the management of the school, and the care and welfare of the children is valued very highly. Children who are happy and well cared for at lunch time start the afternoons refreshed, happy and ready to learn.</p> <ul style="list-style-type: none"> <li>To oversee the care, safety, welfare and supervision of children during the lunch break, in the playground, dining and other areas, ensuring that the whole lunchtime experience is as positive as possible for the children.</li> </ul>	
<p><b>MAJOR DUTIES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>To interact positively and establish good relationships with all the children and other staff as necessary.</li> <li>To ensure orderly and calm lunchtime eating.</li> <li>To promote and support a whole school approach to inclusive play that embraces the Playwork Principles.</li> <li>To support all children and school staff.</li> <li>At all times to work within the school's policies with regard to: <ul style="list-style-type: none"> <li>Behaviour Management</li> <li>Equal Opportunities</li> <li>Safeguarding</li> <li>Health &amp; Safety</li> <li>Anti-Bullying</li> <li>Confidentiality</li> </ul> </li> </ul> <p><b>JOB ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>To carry out responsibilities under the direction of the Senior Midday Meals Supervisor.</li> <li>To support and supervise children in the dining room, playground, corridors, toilets or other areas during lunchtimes depending on the timetable and rota established.</li> <li>To always listen to children's concerns and respond appropriately.</li> </ul>	

- To be alert for children who are at risk of bullying or being bullied and intervene in any disputes be they physical or verbal.
- To ensure that all children who suffer any injury or accident are dealt with appropriately and in accordance with the school's agreed procedure.
- To report any serious concerns regarding children's welfare or behaviour to the Head Teacher, as and when they arise.

#### **DINNER HALL**

- To set up the dining halls before the lunch break and to clear away at the end.
- To ensure that children who suffer any injury or accident are dealt with appropriately and in accordance with the school's agreed procedure.
- To report any serious concerns regarding children's welfare or behaviour to the Head Teacher, as and when they arise.

#### **PLAYGROUND**

- Work as part of a team to initiate and develop a range of inclusive and stimulating indoor and outdoor play opportunities (including in wet weather) for all children and to participate in the delivery of these Play opportunities as required.
- Ensure provision of a safe play environment in which children are able to play freely.
- Ensure with other team members that a good, changing and varied supply of play materials and equipment are sourced, maintained and stored. Report any worn, missing or damaged materials to the Senior Meals Supervisor.
- Allow children the freedom to play whilst supporting them through any difficulties they may experience in playtime.
- To liaise with the Senior Midday Meals Supervisor/Class Teacher regarding any concerns about individual children at the end of each session if necessary.
- To ensure that children are adequately dressed for the weather conditions.
- To ensure that when classrooms are used during break time, they are left tidy and ready for lessons.
- To check toilet areas regularly to ensure that they are clean and being used appropriately.
- To supervise and control entrance and exit to school premises by children during the lunch break. Check on any strangers who may enter the school grounds and report any concerns to the Senior Midday Meals Supervisor.

#### **ADDITIONAL RESPONSIBILITIES**

- To participate in partnerships with colleagues, parents, and children and outside agencies that support a whole school approach to Play and physical activity within the school as required.
- To carry out any other duties relevant to the supervision of children at lunchtime, as requested by the Head Teacher, in accordance with the LA conditions of service.
- To participate in any appraisal arrangement made by the school.
- To attend and participate in the regular training or meeting as required.

#### **STAFF DEVELOPMENT**

- The postholder will be required to undertake training as required to be effective in carrying out all duties.

## **STUDENT SUPPORT AND PROGRESS**

- As a member of the school's support staff team to contribute to building and maintaining a culture of high expectations and achievement.
- To work with the broader community to promote Cyril Jackson Primary School, and the opportunities for students to thrive and develop personally and educationally.
- To develop and maintain strategic relationships with outside organisations to deliver programmes that benefit students.

## **EQUALITY AND DIVERSITY**

- The school has a strong commitment to achieving equality in its service to pupils, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

## **HEALTH AND SAFETY:**

- The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

## **SAFEGUARDING:**

- The post holder will be subject to an Enhanced DBS check on appointment and every three years thereafter.
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.
- The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.

<https://www.ust.london/policies/child-protection-safeguarding>

This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation.

The above job description was agreed on ..... (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual performance process.

\_\_\_\_\_. Signed by (Post holder)

\_\_\_\_\_. Signed by (Headteacher)

## Person Specification

	Essential	Desirable
Criteria		
<ul style="list-style-type: none"> <li>Understanding of the different needs of child, including emotional and social needs</li> </ul>	✓	
<ul style="list-style-type: none"> <li>An understanding of work roles and boundaries, including maintaining confidentiality</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Have a good knowledge, understanding and commitment to Play and the Playwork Principles</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Enjoy working and leading play with children from ages of 3-11</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A knowledge and understanding of child protection/safeguarding issues</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A knowledge of Health &amp; Safety issues, especially in relation to Play and young children</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Be flexible and adaptable and able to act on initiative</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent communication skills with the ability to form and maintain good relationships with children and staff</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Enjoy working with children and be able to support and supervise them in a calm, caring and positive manner</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Be able to establish firm and consistent boundaries in relation to children's behaviour</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to work well with colleagues as part of a team</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to plan and organise and to manage workload effectively</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Genuine passion and a belief in the potential of every child</li> </ul>	✓	
<ul style="list-style-type: none"> <li>The ability to show a commitment to the inclusion of all children and an understanding of and commitment to equality of opportunity</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to cope with the physical demands of the post</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of working with children in play/recreational situations</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A DBS enhanced disclosure that is satisfactory to us will be a condition of your appointment.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority</li> </ul>	✓	