MEALTIME SUPERVISOR
JOB DESCRIPTION

You will be responsible for supervising the welfare and safety of children in the dining hall, playground and school premises during the lunch break.

You will work as part of a team in liaison and co-operation with class teachers, other mealtime supervisors, kitchen staff, parents and governors.

General:

- supervising the welfare and safety of children in the dining hall, playground and school premises during the lunch break
- supervising in the playground in all weathers
- supervising the entrance and exit of children from the dining area in an orderly manner
- setting up and laying the tables for lunchtime, wiping the trays in the dining hall and clearing up spillages in accordance with school procedure
- checking packed lunch boxes for allergy related items, such as nuts
- being aware of any child's dietary needs such as allergies, intolerance, cultural or religious
- supporting pupils' independence by encouraging good social behaviour at mealtimes, such as use of cutlery
- maintaining high standards of hygiene at all times
- ensuring that all tasks are completed within strict and given timescales, such as all children have lunch within the mealtime break
- pre- planning and initiating play activities in the playground
- communicating according to pupil's needs such as culture, age, additional support or needs
- being aware of, and catering for any pupil's additional needs, such as autism, or diabetes during the mealtime break
- supervising older pupils who assist or mentor younger children at mealtimes
- ensuring that any equipment used in the playground is used safely
- ensuring that all tasks are carried out in accordance with the Borough and school health and safety statements

Behaviour:

- assisting in maintaining a high standard of behaviour amongst pupils
- dealing with any disagreements between pupils in a fair manner in accordance with the school's behaviour policy
- reporting any incident to the class teacher or appropriate person and completing incident reports
- encouraging and motivating good behaviour through playing games
- occasional exposure to outbursts of challenging behaviour from pupils, such as biting, kicking, hitting

First Aid:

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- attending to the first aid needs of pupils and maintaining records of first aid treatment given [as appropriate]

Professional Development:

- attending relevant safeguarding training
- having a knowledge of relevant school policies such as child protection, health and safety, equal opportunities, and behaviour
- having knowledge of food allergies
- having knowledge of cultural and religious dietary requirements
- being willing to undertake training and attend courses as required

To carry out any other duties connected with the supervision of pupils during the midday break as requested by the Headteacher.

MEALTIME SUPERVISOR
PERSONAL SPECIFICATION

Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should comment on the IMPACT of your work and experience to date that shows how you meet these requirements when you fill in your application form and prepare your supporting statement.	
Qualifications and Training	Essential
	• No formal qualifications required • Good numeracy and literacy skills
	Desirable
	• First Aid training • Food Hygiene certificate • Safeguarding training
Experience	Essential
	• Experience of supervising children as a parent or carer
	Desirable
	• Experience of volunteering or working in a school • Experience of working in a catering environment • Experience of play based working
Knowledge and Skills	Essential
	• Excellent communication skills • Ability to work quickly and using initiative • Ability to maintain a high level of confidentiality • Ability to establish professional boundaries with parent/carers, children and professionals • Knowing the value of constructive play opportunities • Managing the behaviour of groups of children • Inspiring trust and confidence in children
Personal Qualities	Essential
	• Committed to always putting the child first • A calm, relaxed manner • Ability to work as part of a team • Well organised and efficient • Excellent attendance and punctuality • Enthusiastic and positive attitude • Ability to accommodate change and be flexible • Ability to use initiative at all times • Ability to develop effective relationships • Ability to empathise with the needs of pupils • A sense of humour
Equal opportunities	• A strong knowledge of, and commitment to, inclusion and equality of opportunity
Safeguarding	• Committed to safeguarding and promoting the welfare of children