LONDON BOROUGH OF BROMLEY
RIVERSIDE SCHOOL

JOB DESCRIPTION

Title: MIDDAY MEALS SUPERVISOR Grade: BR4
Reports to: Assistant Head Teacher

MAIN PURPOSE OF THE JOB

Responsible, under the direction of the Assistant Head Teacher or other nominated officer, either individually or as part of a team, for securing the safety, welfare and good conduct of pupils during the lunchtime break period, in accordance with the agreed practices and procedures. To assist with the setting up and clearing up of the dining hall, feeding of children and young people and to support their social, health and personal needs. To ensure pupils are happy, safe and engaged during lunchtime activities.

TASKS

ORGANISATION

- Undertake direct supervision of pupils in designated areas engaging with pupils to lead and encourage activities
- Assist with daily decisions on areas for pupil use, eg wet lunchtimes.

RESOURCES

- Be familiar with safe use of outdoor equipment.

RESPONSIBILITIES

- Supervise conduct of pupils, ensuring safe and orderly conduct within and outside the premises.
- Leading play activities and interacting with pupils during lunch and play time.
- Promote and ensure school rules regarding games allowed are met and that health and safety procedures are maintained.
- Help pupils in the dining area or play/other areas who may require assistance.
- Deal with minor incidents and where appropriate, refer serious incidents to Assistant Head Teacher or Senior Staff.
- Set up and clear up the dining hall, clean up spillages or debris around the dining/play areas to ensure the maintenance of good order, discipline and safety.
- To assist with children's feeding.
- To assist with children's social, health and personal needs.

Safeguarding

Riverside School is committed to safeguarding and promoting the welfare of children and young people. There is an expectation that all staff share this commitment. The post holder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote them in all aspects of his / her work.

Equal Opportunities

Riverside School takes its duty to eliminate unlawful discrimination, harassment and victimisation seriously. All staff are expected to share this commitment and foster good relations between different groups and treat all people associated with the Riverside community with dignity and respect at all times.

Health and Safety

Employees are required to work in accordance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come in to contact. In order to ensure compliance procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

This job description may be varied according to the requirements of the post.

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PERSON SPECIFICATION

Title: MIDDAY SUPERVISOR **Grade: BR4**

Reports to: Assistant Head Teacher

EXPERIENCE (Essential Requirements)

General experience of working with and supervising children.

QUALIFICATIONS/TRAINING (Essential Requirements)

Undertake training as appropriate, e.g., first aid, MAKATON

KNOWLEDGE/SKILLS (Essential Requirements)

- Ability to work well with children and adults.
- An understanding of the needs of children with learning difficulties
- Willingness to participate in training/development opportunities, including undertaking VQ1 CACHE Award, or equivalent Basic Skills qualification, if not already held (desirable, not essential).
- An understanding of the school's procedures, particularly relating to first aid and medical emergencies.
- Ability to be a constructive team member, understanding school roles and responsibilities and own position within these.