

Role Profile

Part A - Grade & Structure Information

Job Family Code	1/2CLES	Role Title	Midday Meals Supervisor
Grade	S1/2	Reports to (role title)	Headteacher
		Directorate	Nutfield Church Primary School
JE Band	98-113	Service	Education
		Team	Lunchtime support
		Date Role Profile was created	Jun-23

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To support with lunchtimes in the dining hall and on the playground. Uses routine supervision and care skills to support our pupils.</p> <p>1. To support the vision and values of the school well-being of children in your care and nurture their self esteem b) promote positive attitudes and environment attend in-service training and any external training deemed appropriate by the Headteacher to enhance your role in supporting vision and values, including basic first aid in schools d) comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and reporting concerns to an appropriate person Encourage children to have good eating habits and assist young children as required. 3) Maintain acceptable standards of behaviour, conduct and safety 4) Help setup and clear down the dining hall 5) Help keep the dining hall and dining tables clean</p> <p>a) ensure the c) be prepared to 2.</p>
Work Context	<p>Maintained Church Primary School Term time only Working with children</p>
Line management responsibility if applicable	N/A
Budget responsibility if applicable	N/A
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Support delivery</p> <ul style="list-style-type: none"> Supervise conduct of pupils, ensuring safe and orderly conduct within designated areas. Be familiar with safe use of outdoor equipment. <p>Planning and Organising</p> <ul style="list-style-type: none"> Carrying out simple and repetitive tasks in accordance with defined standards and quality. <p>Work with others</p> <ul style="list-style-type: none"> Answer simple queries politely and refer others. May carry out basic intimate care for pupils in the event of an emergency. Report any problems or incidents, e.g. breakdowns, deficiencies, to supervisor. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications. To have regard to and comply with safeguarding policy and procedures.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> Basic numeracy and literacy. Ability to understand basic health and safety and hygiene and other relevant procedures. Able to operate basic equipment. Good listening skills and enthusiasm to learn. Accuracy and ability to follow instructions. Able to exchange basic information verbally or in writing. May be required to undertake manual handling and physically demanding work. Basic IT skills
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Ability to support a broad, rich and inclusive curriculum which celebrates individuality</p> <p>Enhanced DBS Clearance equivalent) Minimum GCSE Maths and English Grade A - C (or Experience of working with children</p> <p>Knowledge of KS1 and KS2 Knowledge of monitoring and assessment and motivate them to learn Ability to communicate effectively with pupils</p> <p>work well under pressure, motivation, enthusiasm and commitment, stamina and energy Well developed interpersonal skills and an effective team member Frustrating situations Flexible and able to adapt Patience and the ability to stay calm under pressure or in</p> <p>Able to develop and maintain good relationships with governors, staff, parents, pupils and the community Willingness to develop own practice through working alongside colleagues and undertaking professional development Open minded and receptive to new ideas, approaches and challenges Commitment to and understanding of inclusion across all aspects of the school Maintains confidentiality inside and outside the workplace Shares the school's moral and statutory responsibility to safeguard and promote the welfare of children Acts in sympathy with the Christian faith</p>
Role Summary	<p>Roles at this level carry out basic supervision of children. Tasks are generally straightforward within established routines and procedures and under regular or direct supervision. Work is typically to short deadlines on a daily basis.</p>