



PHOENIX SCHOOL

JOB DESCRIPTION

JOB TITLE: Midday Meals Supervisor

JOB PURPOSE:

You will be working with pupils aged 3-19 who have language, communication and interaction difficulties including autism. As part of a team, you will work in securing the safety, and welfare of pupils during the midday break. This will involve supervising and interacting with pupils in the dining room and playground.

MAIN RESPONSIBILITY

1. Supervision, interaction and support of pupils in the dining hall, playground and other areas of the school.
2. Contribute to the maintenance of a caring and stimulating play environment for pupils.
3. Undertake relevant training.

JOB ACTIVITIES:

Supervision and support of pupils in the dining hall, including:

- Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting changing clothing etc. in accordance with school policy).
- Encouraging social skills and communication and interaction in the dining room whilst enabling pupils to choose and eat their lunch in a calm atmosphere
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff

Supervision, support and interaction with pupils in the playground and other areas of the school:

- Ensuring pupils arrive safely on the playground and supervise their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary.
- Actively interacting with pupils and engaging in purposeful play activities. Organising and encouraging pupils to engage in play both in the playground and indoors during wet weather
- Setting up the playground with bicycles, toys etc. from the store and ensure they are put away at the end of the break
- Being aware of changes in individual behaviour and encouraging socialising, play etc.
- Preventing any dangerous/potentially dangerous activities.
- Ensure that all pupils return to the care of teachers at the end of the lunch period.
- Reporting any damage or blockages to the school office or senior member of staff.
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school's first aid procedures
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures. Respecting the dignity of all pupils
- Accompanying pupils to the toilet where required and assist with hygiene requirements, toilet training programmes and nappy changing where required.

ADDITIONAL DUTIES

To play a full part in the life of the school and its community to support its mission and ethos and to be a role model for staff and pupils

EQUAL OPPORTUNITIES STATEMENT

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

PERSON SPECIFICATION

Staff are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the job title purpose and grade.

Applicants must have:

- Experience of working with children and young people – either paid or unpaid.
- Ability to work as part of a team
- Ability to take responsibility for the welfare of the pupils and work on own initiative.
- Effective communication and interaction skills.
- Ability to manage behaviour in a calm and positive way.
- Understanding of the schools and Local Authorities in Health and Safety, Equal Opportunities and Behaviour
- To be able to work in and actively support a culturally diverse environment
- A proactive approach to play.