



## **Job Description *Midday Meals Supervisor***

This post is directly responsible to the Head of School (or nominated teacher) and the Senior Meals Supervisor

### **KEY PRIORITIES**

- Support the safety and welfare of pupils during the midday break.
- Follow our school's behaviour policy to promote excellent behaviours for all pupils.
- Ensure our school provides equal opportunities in all aspects of its work.

### **MAIN RESPONSIBILITIES**

#### **SUPPORTING LEARNING**

- Receiving direction and guidance from the Head of School / Senior Midday Supervisor on the supervisory and welfare needs of pupils and applying these during the midday break.
- Organise play activities as directed by the Senior Midday meals supervisor.
- Support pupils in physical activities as required.

#### **MANAGING BEHAVIOUR**

- Supporting the good behaviour of children during the midday break, following the school's behaviour policy.
- Dealing with any issues and referring to Senior Midday Supervisor if necessary.

#### **COMMUNICATION**

- Share information as required with the Class Teacher and other staff as appropriate.
- Be proactive in having up to date knowledge of school communication information.
- Communicate effectively with the Senior Meals Supervisor and team.

#### **SUPPORTING PUPIL WELFARE**

- Supporting pupils during break and lunch times as appropriate.
- Attend to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Head of School.
- Follow our school safeguarding policy to ensure all pupils are kept safe both in school and beyond school.
- Maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with.

#### **DEVELOPING SELF**

- Undertake training in accordance with contractual requirements.

#### **OTHER DUTIES**

- Follow our School's Equal Opportunities policies.
- Maintain confidentiality and observe data protection and associated guidelines.
- Assisting with any other duties of a similar level or responsibility as required by the Executive Headteacher or Head of School.

Signed (member of staff): \_\_\_\_\_ Date: \_\_\_\_\_