

Salary:	NJC Pay Scale, Grade A
Responsible to:	
Date of Job Description:	July 2011

Purpose of the Role:

To work as part of a team monitoring pupils' behaviour during the midday break.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key duties:

1. Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
2. Report incidents in line with school policy.
3. Communicate with pupils and encourage them to select and eat healthy balanced meals
4. Clean up spillages of food or liquid during meal service
5. Wipe down tables and clean dining areas between meals
6. Carries out routine tasks
7. Follows procedures and instructions
8. Maintain confidentiality and adhere to safeguarding procedures

Individuals in this role may also:

1. Assist in the supervision of other activities during the midday break, including setting out and storing equipment
2. Serve food as and when required
3. Undertake similar work at other times, such as before and after school.
4. Demonstrate own duties to new or less experienced staff

Indicative knowledge, skills and experience

- Requires knowledge of school procedures for supervision of midday meals service and lunchtime activities