



Job Description Midday Meals Supervisor

Reports to: SENCo (Special Educational Needs Co-ordinator)

Hours: 5 hours per week / term time only

Grade: 2

Salary: £14,771 - £15,238 pro-rata

Main tasks/duties/responsibilities

- Responsibility for supervising and supporting children through lunch times, both when eating and playing
- To play an important part in helping children develop socially
- Supporting children in playing and co-operating with each other
- Setting up and putting down tables and chairs in the dining hall
- Cleaning and tidying the dining hall

The following are taken from the Supporting Teaching & Learning National Occupational Standards

Core standards

- STL3 – Help keep children safe
- STL20 – Develop and promote positive relationships

Essential standards

- STL2 – Support children's development
- STL5 – Provide effective support for colleagues
- STL9 – Observe and report on pupil performance
- STL10 – Support children's play and learning
- STL12 – Support a child with disabilities or special educational needs
- Support children and young people's play
- STL19 – Promote positive behaviour
- STL21 – Support the development and effectiveness of work teams
- STL22 – Reflect on and develop practice
- STL29 – Observe and promote pupil performance and development
- STL37 – Contribute to the prevention and management of challenging behaviour in children and young people
- STL45 – Promote children's well-being and resilience
- STL46 - Work with young people to safeguard their welfare
- STL47 – Enable young people to be active citizens
- STL48 – Support young people in tackling problems and taking actions
- STL54 – Plan and support self-directed play
- STL62 – Develop and maintain working relationships with other practitioners

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Occasional activities to the role

- STL13 – Contribute to moving and handling individuals
- STL39 – Support pupils with communication and interaction needs
- STL40 – Support pupils with cognition and learning needs
- STL41 – Support pupils with behaviour, emotional and social development needs
- STL42 – Support pupils with sensory and / or physical needs
- STL43 – Assist in the administration of medication
- STL44 – Work with children and young people with additional requirements to meet their personal support needs



Person Specification

Qualifications and experience	Essential / Desirable
Good standard of education – GCSE or equivalent English and Maths Grade C or above	D
Knowledge and understanding of Child Protection and Health & Safety practices and procedures	D
Completed 1 day Emergency First Aid at Work qualification	D
Skills and abilities	
Able to work independently and from own initiative	E
Ability to communicate with a range of audiences including other employees within the school, governors and pupils	E
Understanding of and ability to maintain confidentiality	E
Personal Qualities	
Good people skills, demonstrating sensitivity, patience, tact and tolerance	E
Friendly, flexible, open and positive attitude and works well in a team	E
Commitment to a child-centred approach, with high expectations of self and others	E
Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	E
Hard-working, conscientious, well organised and enthusiastic	E
Able to demonstrate a commitment to equal opportunities	D
Safeguarding	
In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: <ul style="list-style-type: none"> ➤ Motivation to work with children and young people ➤ Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	E

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