

## **Job Description**

Midday Meals Supervisor

### **Job Purpose**

- To ensure the safety, welfare and good conduct of pupils during the midday break.
- To supervise playground activities.

### **Job Specification**

- Supporting the children
- Supervise the children during the lunch break both inside the school building and outside in the playground.
- Be pro-active in encouraging games and activities and help to ensure that children include each other in activities.
- Ensure standards of behaviour are maintained and encourage good manners.
- Ensure that children are always seated when eating and do not leave the dining area without permission.
- Encourage children to eat their lunch and the reason for following a healthy diet.
- Monitor the noise level so that it is kept at an acceptable rate during meal time.
- Be vigilant at all times when on duty and be aware of what is happening in different areas.
- Encourage the children to include each other during playing time showing respect for each other, adults and other children in the school.
- Ensure that pupils are encouraged to play sensibly in the outdoor areas and use playground equipment safely.
- Work within the School's Rewards and Behaviour Policy.

### **Working with the School Staff**

- Liaise with the Headteacher & Assistant Headteacher over concerns regarding the children's behaviour or welfare.
- Follow the school commitment to safeguarding the children at all times liaising with the Headteacher and/or Deputy Headteacher over any concerns.
- Attend training as requested.
- Discuss concerns regarding individual children with the class teacher where applicable.
- Liaise effectively with other team members to ensure all areas of the playground are covered.
- Ensure that injured children receive appropriate First Aid.
- Ensure that accidents are recorded in the accident book and that all appropriate documentation is completed when accidents occur.

We are an equal opportunities employer and committed to safeguarding and promoting the welfare of children. This post is subject to an enhanced Disclosure and Barring Service (DBS) check, formerly known as a Criminal Records Bureau (CRB) check, references and a health and qualifications check.