

## Job Description

<b>Job Title:</b>	Midday Meals Supervisor	<b>School Name:</b>	Keyworth Primary School
<b>Grade and Range:</b>	Grade 3 scp 2 - 6	<b>Hours:</b>	10 hours
<b>Reports to:</b>	Senior Midday Meals Supervisor / Midday Meals Coordinator or other Line Manager	<b>Working Pattern:</b>	Term Time Only
		<b>Supervises:</b>	None

<b>Purpose and context:</b>	<p>As part of a team, assisting the Senior Midday Supervisor/Headteacher in securing the safety, and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site(s) of the school and leading a team of Midday Supervisors in accordance with the general instructions of the Headteacher.</p> <ol style="list-style-type: none"> <li>1. Supervision and control of pupils in the dining hall.</li> <li>2. Supervision and control of pupils in the playground and about other school premises.</li> <li>3. Associated ancillary duties.</li> </ol>
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### Principle Accountabilities:

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

#### 1. Supervision and control 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) prior to entering the dining room
- Organising dinner queue and entrance of pupils into dining hall and from dining hall to playground, ensuring good behaviour and a calm atmosphere. Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to Headteacher/Senior Midday Supervisor according to severity of incident
- Laying tables prior to meal with specialist equipment appropriate to the needs of the pupils, clearing specialist equipment afterwards, rinsing aprons and flannels used
- Directing pupils to correct seats, dealing with special seating arrangements, lifting pupils out of wheelchairs where appropriate, separating problem pupils where necessary
- Encouraging pupils to eat (including those with packed lunches), especially those with special needs or disabilities. Being aware of pupils on special or restricted diets for medical reasons from information provided at the school. Assisting pupils with cutting up food, pouring liquids, eating, using specially adapted cutlery, plates etc. where necessary, encouraging self-help where appropriate
- Carrying out alternative methods of feeding (tube feeding) as and when necessary under the direction of the teacher/therapist
- Administering medication with food under the direction of the Nurse/Headteacher after written instructions from parent
- Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner where appropriate
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff
- Dealing with any body spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate

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- Reseating pupils in wheelchairs and replacing medical aids where necessary, returning pupils to classrooms/appointed place
  - Ensuring crockery, cutlery and equipment used in classroom feeding is taken to the kitchen to be sterilised
  - Sharing responsibility with other Midday Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.

## **2. Supervision and control of pupils in the playground and about other school premises, including:**

- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions and that they have the appropriate medical aids with them (walking frames etc) where necessary
- Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation, padlocking if necessary
- Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Headteacher/Senior Midday Supervisor
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary
- Supervising fair distribution of bicycles, toys etc. from the store and ensuring toys are put away at the end of the break
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Actively interacting with pupils and engaging in purposeful play activities, mobility programmes etc
- Being aware of mood changes in pupils and dealing with as appropriate in accordance with agreed practices regarding discipline, physical restraint and reporting
- Dealing with fits in accordance with agreed procedures
- Preventing any dangerous/potentially dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
- Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Headteacher/Senior Midday Supervisor
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch periods.

## **3. Associated ancillary duties, including:**

- Locking and securing classrooms which contain personal belongings of staff and pupils
- Checking toilet areas regularly for signs of pupil smoking/vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas.
- Reporting any damage or blockages to Caretaking staff
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school's agreed 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
- Where required, to assist with the collection of dinner money and/or the completion of records/registers of children dining
- Accompanying pupils to the toilet with assistance if necessary and deal with medical aid/lift from wheelchair. Remaining with the pupils, being aware of any behavioural difficulties and ensuring pupils follow correct hygiene requirements. Undressing pupils, changing incontinence/sanitary pads, washing and drying pupils, rinsing clothes and changing if necessary. Operation of special toilets where appropriate.
- Cleaning or assisting pupils to clean teeth after a meal according to the needs of the pupils
- Dealing with bodily fluids (including blood and seminal fluid) and disposal of incontinence/sanitary pads in accordance with infection control procedures.

## **4. Assisting children with emotional and behavioural special needs**

- Assisting in the implementation of appropriate techniques
- Feedback to classroom teachers and Line Manager on appropriate strategies used and results.

## **5. Child Protection**

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the
- Southwark Safeguarding Children's Board and the school's safeguarding policy.

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## General Statements

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.
- Undergo and meet school conditions for a satisfactory enhanced CRB check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Ensuring work is line with the School's Green Commitment Policy goals.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

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## To contribute as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team.

## Person Specification

<b>Job Title:</b>	Midday Meals Supervisor – Grade 3	<b>School Name:</b>	<insert the school name>
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		<b>Essential (E) or Desirable (D)</b>	<b>How assessed (A / I / T)</b>
<b>Knowledge / qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of basic Health and Safety and First Aid.</li> <li>▪ A knowledge and understanding of the welfare and social needs of pupils during the mid-day break.</li> <li>▪ First Aid certificate</li> <li>▪ Knowledge of different techniques for supporting children with special needs.</li> </ul>	E  E  D  D	Indicate how skill will be assessed either application form, at interview or tested.
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with children and young people (either paid or unpaid).</li> <li>▪ Experience of supervising special needs pupils in a school environment.</li> </ul>	E  D	
<b>Aptitudes, skills and competencies:</b>	<ul style="list-style-type: none"> <li>▪ Effective communication and interaction skills.</li> <li>▪ Ability to supervise and organise pupils.</li> <li>▪ Ability to manage behaviour in a calm and positive way.</li> <li>▪ Ability to main written records.</li> <li>▪ Ability to work with children with special needs in line with school policies and ethos.</li> </ul>	E E E E E	
<b>Special conditions:</b>	<ul style="list-style-type: none"> <li>▪ Motivated to work with children &amp; young people.</li> <li>▪ Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with children &amp; young people.</li> <li>▪ Emotional resilience in working with challenging behaviours.</li> <li>▪ Appropriate attitudes to use of authority &amp; maintaining discipline.</li> <li>▪ The postholder may be required to work outside of normal school hours on occasion, with due notice.</li> <li>▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children’s barred list (and adults barred list where relevant) should not apply.</li> <li>▪ An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children.</li> </ul>	E E E E E E E E	