



## JOB DESCRIPTION

**Post Title: Midday Meal Supervisor**

**Responsible to: Pastoral Support Manager**

**Accountable to: Head Teacher**

**Based: St John the Baptist School, Crondall Street, London, N1 6JG**

**Key Contacts: Pupils, parents/carers, Head Teacher, Deputy Head Teacher, other members of staff.**

### **JOB PURPOSE:**

- To ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and play activities.
- To be responsible for the health, safety, conduct and well-being of all pupils and in particular those in the class allocated under the duty rota.
- To ensure the smooth running of the meal arrangements by anticipating and dealing with problems, and promoting constructive play ideas with pupils.

### **MAIN DUTIES AND RESPONSIBILITIES:**

#### Support for Pupils/Families:

- To take a lead role in undertaking games and activities with pupils.
- To deliver pastoral support to pupils.
- To administer basic first aid as necessary.
- To support the development and implementation of Individual Behaviour Plans (IEPs) during play.
- To support pupils consistently whilst recognising and responding to individual needs and provide advice to assist their social, health and hygiene development.
- To promote the inclusion and acceptance of all pupils within the playground, and to encourage pupils to interact and work co-operatively with others and engage in all activities.
- Under supervision, to receive and support a child who has been excluded or is not included within the playground activities.
- To work with pupils, understanding how to motivate and encourage them to develop and achieve.
- To act as a role model for pupils and to provide support for distressed pupils.
- To provide feedback to pupils in relation to their behaviour.
- To deal with minor incidents, health and hygiene, or the children where necessary.
- To ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
- To support pupils in meal arrangements.
- To ensure that the children wash and dry their hands.



- To ensure that the pupils move through the school quietly and behave in an orderly way in the dining hall.
- To ensure that pupils who have special dietary needs or whose parents have requested a packed lunch receive the correct meal.
- To ensure that pupils eat their meal in a socially acceptable manner, - talking quietly to pupils either side of them.
- To encourage pupils to be independent in clearing away after a meal and to teach the pupils to keep the floor area clean.
- To establish constructive relationships with pupils and interact with them according to individual needs.
- To promote the inclusion and acceptance.
- To ensure that pupils are dressed appropriately for the weather during play times.
- Operate a band system to go to the lavatory and to make sure the toilets are used sensibly and appropriately.

#### **Support for the Classroom Teachers:**

- To communicate any general concerns to the Classroom Teacher at the end of lunch time.
- To ensure that pupils are not in the building when they should be outside during play times.
- To undertake administrative tasks associated with the role as necessary.
- To work within an agreed system of supervision with small groups of children and to take responsibility for their learning.

#### **Support for the School:**

- To assist the Senior Midday Supervisor in the induction of new Midday Supervisors.
- To report all concerns regarding child protection, health and safety, confidentiality etc to the Senior Midday Supervisor.
- To be aware of, and support difference and ensure all pupils have equal access to opportunities to develop.
- To contribute to the overall ethos, work and aims of the school.
- To attend and participate in regular meetings, trainings and other activities as required.
- To prepare, maintain and use resources required to meet requirements and assist pupils in their use.
- To ensure the pupils are always supervised, arrive punctually to their classroom, and the area is tidied up each day.
- To ensure that the playground equipment is used and stored properly.
- To support and implement behaviour strategies, ie. to promote good behaviour, dealing promptly with conflict and incidents in line with the schools behaviour policy and to encourage pupils to take responsibility for their own behaviour.
- To appreciate and support the role(s) of other professionals.
- To attend and participate in relevant meetings and training as required.

#### **Special Education Needs:**

- To determine the need for, select, and prepare the use of specialist equipment or activities taking into account the pupil's interests, language, cultural background and physical ability.
- Where appropriate, continue to provide support for children with special needs.

**St John the Baptist Church of England Primary School**, Crondall Street, Hoxton, London N1 6JG

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**Executive Principal:** Sian Davies **Head Teacher:** Toni Mason



ST JOHN THE BAPTIST  
CHURCH OF ENGLAND SCHOOL

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**GENERAL:**

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- The post holder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.
- The post holder may be required to work outside normal school hours on occasion, with due notice.
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their appointment form and are expected to disclose such information at the appointment interview.
- Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Date of Issue: .....

Signature of Post holder: .....

Signature of Head Teacher: .....





**PERSON SPECIFICATION**

**Mid-day Supervisor**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	Experience of working with, or caring for pupils of relevant age.	
<b>Knowledge</b>	An understanding of relevant policies, legislation and codes of practice, eg. child protection, health and safety etc.  An understanding of child development and learning.	Able to communicate in an additional language.  Current First Aiders' certificate/training.
<b>Skills</b>	Maintains a professional and friendly outlook and approach to work during busy times.  Able to deal with difficult situations in a calm and professional manner.  Able to convey information clearly and accurately.  Able to provide contingency plans to address the unexpected.  Demonstrates clear and logical thinking in working through problems.  Possesses confidence in dealing with young people, maintaining discipline, motivation and ensuring the well-being of children including acting on bullying.	





	Essential	Desirable
<b>Skills Cont.</b>	<p>Able to work effectively and efficiently within a busy and hectic environment.</p> <p>Able to handle people at a variety of levels with politeness, sensitivity, tact and with a respect for confidentiality.</p> <p>Able and willing to work in a flexible manner.</p>	
<b>Accountability and Freedom to Act</b>	<p>Able to make routine decisions based upon guidelines and procedures laid down within established frameworks.</p>	
<b>Other</b>	<p>Displays and maintains a high standard of personal hygiene.</p> <p>Understands the nature of a Church of England Primary School.</p> <p>Willingness to participate in development and training opportunities.</p> <p>Fit and able to carry out the duties of the role.</p>	