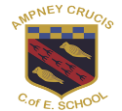


Together we Live, Learn and Flourish



Midday Supervisor

Grade: 2

Responsible To: School Business Manager

Hours: Varying dependent on contract

Job Purpose:

Ensure that during a lunch service the pupils:

- are in the right place at the right time
- are fed in a friendly and safe environment and get the best out of their breaks

In the hall midday supervisors should ensure the friendly, effective, and efficient service of lunch and outside of the hall, should control games areas, playgrounds and classrooms (in the event of bad weather).

Midday supervisors may rotate around these different tasks over each lunch service, or on a daily or weekly basis. They should provide the structure for the lunch break and food service and build a good rapport with the kitchen staff, pupils, and other school staff.

Midday Supervisors should bring the school ethos into the dining hall and playground, making the lunch experience enjoyable and structured, enabling play time, facilitating food service, and building social skills of the pupils.

Key Standards:

Encourage behaviours and manage activities of pupils

- Ensure the hall is ready for the pupils when they arrive
- Work with school staff to identify pupils who may need extra help during the mealtime or during activities at lunchtime. Anticipate and respond to individual pupils, changing approach as required for each pupil, using the support of other team members when needed
- Identify and reward good behaviour and address bad behaviour in accordance with the school's policies and procedures. Provide a fair and tolerant midday service where pupils understand the rules and follow them
- Develop a good rapport with pupils at mealtimes, and during activities, to ensure all feel valued and included and to gain their trust and respect
- Organise and engage in activities with the children, ensuring that these are carried out within an equal opportunities framework
- Ensure the provision of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development

Safeguarding

- Know the organisation's safeguarding policy and procedures
- Be aware of the content of Staff Policies and Practices, especially Child Protection,
- Conduct and all those related to Safeguarding
- Know what to look for to identify potential safeguarding situations
- Watch for indications of potential safeguarding issues and report immediately in line with organisational policies and procedures
- All members of staff are subject to the relevant checks and must also demonstrate due consideration to all Safeguarding policies and procedures.
- All Midday Supervisors will have read and signed relevant Safeguarding documents.
- NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Nutrition and allergens

- Understand what constitutes a healthy balanced meal in line with the food-based standards and guidance and why these are important
- Know common food allergens and how the school and Caterlink manage them, including the role of the midday supervisor
- Encourage pupils to choose and eat a balanced meal, explaining to them how and why different foods are good for them
- Identify allergens in school food, communicate with the kitchen and ensure pupils with allergies eat accordingly

First aid

- Know what to do if first aid or medical assistance is needed
- Deal with medical incidents efficiently and considerately in line with policies and procedures
- Show empathy when dealing with first aid issues
- Record all accidents and head bumps in the accident book, and notify the office of any head bumps, before leaving school

Health, safety and hygiene

- Know the personal hygiene standards, food safety practices and procedures required and understand the importance of following them
- Guide the pupils through each stage of the meal service in a fast and safe way, assisting when needed
- Maintain a clean and hygienic dining room environment at all times, dealing with hazards as they occur and ensuring food safety procedures are followed at all times
- Lead by example showing pupils how to be healthy and safe
- Have high personal hygiene standards and demonstrate a clean work area ethic at all times

Team work and culture

- Know and understand how to communicate with pupils, other midday supervisors, the kitchen staff and other school staff
- Recognise where conflict exists and understand how it can be prevented and resolved
- Use different types of communication depending on the situation and who you are communicating with to ensure the message is transmitted correctly
- Work consistently with the kitchen staff and school staff to ensure the whole school approach to school catering Identify conflicts and misunderstandings quickly and work on a solution that avoids disruption to the organisation

Miscellaneous

- Assist in the supervision of other activities during the midday break, including setting out and storing equipment
- Clean up spillages of food or liquid during meal service
- Wipe down tables and clean dining areas between meals
- Work within clearly identified areas of the school grounds
- Abide by the Roles and Responsibilities document published each academic year
- Undertake any necessary training as seen appropriate by the School Business Manager or Headteacher with responsibility for Midday Supervisors
- Undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the School Business Manager or Headteacher
- Ensure confidentiality of information received.

Attendance, absences and timekeeping

- Ensure good timekeeping for the start and end of the lunchtime sessions
- If absent through ill health, inform the School Business Manager as soon as possible and ensure they are kept informed of any on-going health issues
- Take all holidays during timetabled school holidays and not in term time