

**Behaviour & Learning**

**Support Service**

**Victoria Drive Primary Pupil Referral Unit**

**Job Description**

 **Midday Meals Supervisor / Resource Making**

**Job Title:** Midday Meals Supervisor / Resource Making

**Grade**: Scale 2 Point 4 (Temporary Contract)

**Hours:** 12 hours a week. Term time only (39 weeks)

**Job Purpose:**

* To be responsible for the supervision and control of pupils during lunch time.
* To support Victoria Drive Pupil Referral Unit behaviour management by supervising areas of the school during lunchtimes and providing activities to engage pupils.
* The post holder will be responsible for the safety, welfare and good behaviour of pupils during lunchtime.

**Main Duties and Responsibilities**

* To supervise and organise play for the pupils during the lunch break.
* To deal with incidents of unruly behaviour following Victoria Drive PRU behaviour policy.
* At the conclusion of the lunchtime period, report to the Head Teacher on the general conduct of pupils, incidents of unruly behaviour and any disciplinary action deemed necessary.
* To attend training and other meetings as required.
* To abide by Victoria Drive PRU policies and procedures, including equality procedures.
* Be creative and work independently in preparing resources for staff
* Assist the teachers in creating a purposeful and supportive environment.

**Pupil Health and Safety**

* Ensuring Health and Safety and other procedures are observed, reporting of accidents and taking actions as required.
* Support the Leadership Team with evacuation procedures.
* Raise safeguarding concerns appropriately.
* Be aware of individual pupil circumstances – i.e. – food allergies, family background, SEN needs, and medical conditions.

**Pupil Behaviour**

* To positively promote healthy, safe and considerate behaviour.
* To build appropriate relationships with pupils, providing a role model and leading by example.
* To proactively ensure pupil compliance with Victoria Drive rules.
* To support other members of staff in managing pupil behaviour and providing activities.
* To deal with unruly or racist/sexist behaviour whether directly encountered.

**School Security and Facilities**

* Maintain security around school and perimeter including outdoor play areas, toilets, corridors and classrooms.
* Ensure that areas of the DT/Art room are left clean and tidy condition at the end of lunch.

**General requirements and Skills**

* Ability to demonstrate a flexible approach to work.
* Ability to offer reliability and punctuality.
* Ability to keep calm under pressure or during unexpected circumstances.
* Ability to demonstrate common sense and initiative.
* Ability to be firm but fair at all times.
* Willingness to participate in in-house training for the role.
* Willingness to maintain confidentiality on all school matters
* Willingness to work in all weather conditions.
* To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed suitable by the Head Teacher