**Hotham Primary School**

**Job Description**

Midday Meals supervisor

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

**Main purpose**

Under the direction or instruction of the senior leadership team and in accordance with the practices and procedures of the school, working as part of a team to supervise children during their lunch break.

**Main duties and responsibilities**

* Supervision of pupils during the mid-day break, in the dining areas, playgrounds and other areas of the school premises.
* Assist and direct pupils in the dining areas with food service while promoting a calm eating environment and good table manners.
* Engage pupils in play on the playgrounds through leading activities and games.
* Deal with incidents of poor behaviour in line with the school behaviour policy.
* Support pupils who are unwell or injured, and provide first aid (after appropriate training)
* Promote the safety and wellbeing of pupils, and help to safeguard pupils’ well-being by following the requirements of Keeping Children Safe in Education and our school’s child protection policy
* Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
* Respect individual differences and cultural diversity

**Hotham Primary School**

**Person Specification**

Midday Meals Supervisor

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| GCSEs at grades 9 to 4 (A\* to C) including English and Maths  |  | ✓ |
| Excellent literacy and numeracy skills | ✓ |  |
| Satisfactory DBS and safeguarding checks | ✓ |  |
| **Experience** |  |  |
| Experience working with or caring for children of an appropriate age | ✓ |  |
| Experience of working successfully as part of a team | ✓ |  |
| **Professional Knowledge, Understanding and Skills** |  |  |
| Understands the principle of Equality of Opportunity | ✓ |  |
| Understands and shows a commitment towards safeguarding, child protection and wellbeing | ✓ |  |
| **Specific Skills and Abilities** |  |  |
| Good ICT knowledge and skills and an ability to use technology to enhance the learning and teaching of all subjects |  | ✓ |
| Basic knowledge of first aid | ✓ |  |
| Able to communicate effectively (both orally and in writing)  | ✓ |  |
| Demonstrates a willingness to share good practice across the school  | ✓ |  |
| Has a good working knowledge of the French language |  | ✓ |
| **Personal Qualities** |  |  |
| Understands the school aims and values, and has a genuine desire to promote these | ✓ |  |
| High expectations of themselves and the children they work with | ✓ |  |
| Good interpersonal skills, with the ability to enthuse and motivate children  | ✓ |  |
| Able to establish and develop close relationships with parents, staff and the community | ✓ |  |
| Has a flexible approach to work and is a proactive team member who shows respect for their colleagues | ✓ |  |
| Able to manage own work load effectively  | ✓ |  |
| Shows an openness and willingness to constantly improve, building upon feedback and demonstrating the drive to be an outstanding practitioner | ✓ |  |