**Midday Meals Supervisor**

Job Description

Responsible to: The Headteacher

Purpose of Job: To work as part of a team of meal supervisors under the direction of the Headteacher, Assistant Head or Senior Midday Meals Supervisor. The post holder will be responsible for the wellbeing, safety, welfare and standards of behaviour of children over the lunchtime period.

Tasks:

* Caring for children during the midday break. Refer any situations to the Headteacher/Deputy Headteacher
* Helping children to learn healthy routines e.g. toileting, washing hands, scraping plates etc
* Assisting children to cut up food when required, enabling children to enjoy a relaxed mealtime at which they are encouraged to serve themselves, try new food, chat with others and learn new skills
* Encourage children to eat a balanced diet, try new foods and drink enough water
* Interact with children and actively encourage them to play well during the lunchtime period
* Promote good behaviour, manners and independence through positive behaviour management strategies – using praise, being calm and showing children what to do
* Talk to the children whilst they eat and play outside
* Ensure lunch is a happy experience for children and respect the rights of children to play and eat in a secure, safe and relaxed environment
* Communicate with classroom staff as appropriate regarding any lunch time incident or observations about which they should be aware

Relationships: Provide warm, respectful, trusting and supportive relationships with children balanced with professionalism.

Safeguarding:

* To be fully aware of and follow up Our Lady of Victories School Safeguarding and Child Protection Policy – reporting anything that causes concern to colleagues, or a Designated Child Protection Lead as soon as possible
* To understand that when working at Our Lady of Victories School the safeguarding of the children in your care is your responsibility
* To report and seek advice about anything that may cause a concern
* To ensure that the Headteacher/DDSL is made aware and kept fully informed of any concerns, which you may have in relation to safeguarding and/or child protection
* To maintain confidentiality-keeping professional boundaries about safeguarding concerns, incidents or sensitive information that you may hear about work and not discuss these out of School

This job description sets out the main duties, such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations may occur and cannot of themselves justify a re-grading of the post.

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**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **EDUCATION, TRAINING AND QUALIFICATION** |  |  |
| Willingness to participate in development and training opportunities | **X** |  |
| **PREVIOUS EXPERIENCE** |  |  |
| Experience of working with or caring for children of relevant age | **X** |  |
| Experience of effectively working as part of a team | **X** |  |
| Understanding of the importance of following school systems and procedures | **X** |  |
| Understanding of positive behaviour management | **X** |  |
| **SKILLS AND COMPETENCIES** |  |  |
| To have a basic knowledge of first aid and/or be willing to train |  | **X** |
| To be able to support and develop children’s play and to communicate with very young children | **X** |  |
| Ability to contribute to ideas for the on-going development and improvement of lunch time provision | **X** |  |
| To be able to work constructively as part of a team, understanding roles and responsibilities | **X** |  |
| To be able to ensure confidentiality at all times | **X** |  |
| To be able to apply basic food hygiene throughout mealtimes | **X** |  |
| Have an understanding of and commitment to the school’s equal opportunities policy and how it is implemented | **X** |  |
| **PESONAL ATTRIBUTES** |  |  |
| To be able to relate well to children and adults | **X** |  |
| Committed to continuing professional development | **X** |  |
| To be able to manage and support young children | **X** |  |
| To be able to work on own initiative | **X** |  |
| To be able to support the Catholic ethos of the school | **X** |  |