

LONDON MEED PRIMARY SCHOOL

Bravery Curiosity Resilience Community Respect

JOB TITLE: Midday Meals Supervisor

RESPONSIBLE TO: Senior Midday Meals Supervisor

PURPOSE OF JOB: To supervise children during the lunch hour inside or outside. You may be required to lift tables and chairs at times.

JOB Description

A. Supporting Pupils

1. Supervise and maintain good order amongst children during the lunch break both inside the school building; corridors and hall as well as outside in the playground
2. Ensure that lunches are eaten in a sociable and healthy environment
3. Encourage the children to eat their packed lunches and hot school meals, along with explaining the reasons for following a healthy diet.
4. Hygiene: Wash tables and sweep floors as children finish their lunches ready for the next sitting. Leave the class base clean and tidy for afternoon lessons following wet play
5. Ensure that the children move around the school in a safe manner during the lunch break.
6. Support and maintain a purposeful, orderly and supportive environment in accordance with Good Behaviour Policy
7. Support the day to day concerns/problems of children.
8. Understand and organise children and triage any problems, resolving minor issues and notifying other staff of any serious incidents (following the Good Behaviour Policy)
9. Encourage children to include each other during playtime showing respect for each other, using the school values of Bravery, Curiosity, Resilience, Community and Respect as a model for all the behaviour for both adults and children within the school.

B. Working with the School Staff

1. Read and follow the London Meed Staff Code of Conduct and other School Policies as directed.
2. Liaise with and follow direction of class and senior teachers over concerns regarding individual pupil's behaviour or welfare.
3. Attend training as requested through self-review or directed through school improvement procedures
4. Discuss concerns observations and good news regarding individual children with the class teacher and/or senior staff where applicable.
5. Attend team meetings on request
6. Liaise with other team members to ensure all areas of playground are covered
7. Attend to minor injuries (see First Aid Policy) and/or refer more serious injuries to the First Aider on Duty.



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