



NEWLANDS PRIMARY SCHOOL

JOB DESCRIPTION

JOB TITLE: Mid-day Meals Supervisor

GRADE: KR2

PURPOSE OF THE ROLE:

- Supervisors are responsible for the supervision of pupils during the lunch break.
- Ensuring the pupils' safety and welfare.
- Ensuring good standards of behaviour are observed and that meals take place in an orderly manner.
- To work as part of a team to ensure best practice and to take instruction from the Head of School.

DUTIES & RESPONSIBILITIES

- To maintain confidentiality about children's actions, behaviour and personal details.
- Set tables with cutlery in time for the mealtime period.
- Ensure pupils enter the dining room in a safe and orderly fashion.
- Ensure pupils behave appropriately when queuing for their meal in order to maintain the safety and wellbeing of all pupils.
- Supervise pupils in the dining area to ensure that meals take place in an orderly manner and with an acceptable noise level.
- Encourage good table manners.
- Ensure pupils eating meals are seated in an orderly fashion to maintain the safety and wellbeing of pupils.
- Assist the pupils, as necessary, during the meal break to ensure their wellbeing. This may include helping with spillages, cutting up food etc.
- Assisting pupils eating packed lunches by opening flasks, drinks and packets etc.
- Ensure plates etc are cleared from tables in an appropriate manner to maintain a clean and tidy environment.
- Caring for pupils' personal needs during the lunch break.
- Supervising children dressing for play e.g. fastening coats etc.
- Supervising children into and within the playground.
- Ensuring play is undertaken sensibly and safely at all times.
- Observing children in the playground.
- Taking agreed steps if rules are broken, according the school's Behaviour Policy.
- In wet weather supervise children in classrooms.
- To administer basic first aid and to record any injuries on the school's accident forms.
- Any other duties in keeping with the nature and the level of the post that the Head of School deems suitable.
- To undertake mandatory training in line with Safe Guarding and any other training relevant to the post.

Confidentiality must be maintained at all times in respect of school related matters to prevent disclosure of confidential and sensitive information.

Signed:Headteacher **Date:**

Signature of Post Holder:..... **Date:**.....