THINKING SCHOOLS
ACADEMY TRUST

Job Description

JOB TITLE	Midday Meal Supervisor
JOB FAMILY	Lunchtime
PHASE	Primary
HOURS	7.5 hours per week (1.5 hours daily), TTO (39 weeks per year)
REPORTING TO	Senior Midday Meal Supervisor
RESPONSIBLE FOR	N/A

Job Purpose

To ensure the safety, welfare and good conduct of pupils during the midday break, in accordance with the practices and procedures of the School.

To provide cover for absent Midday Meal Supervisors as required.

Duties and Responsibilities

- Supervise pupils in the dining areas, playgrounds or other parts of the School premises.
- To work with the pupils to increase the social aspect of the playground/ dining halls and to help pupils develop their own social/play skills and physical well-being.
- To work closely with the relevant management to implement play and equipment in the School to promote and develop play and to complement the social and emotional aspects of learning taught at the school.
- Ensure good standards of behaviour by the pupils are maintained.
- Assist in dealing with issues arising from unruly behaviour and report such matters to the Senior Play Leader/Management.
- Assist with associated ancillary duties (e.g. cleaning up spillages, ensuring tables are clean, etc).
- Ensure school security regulations are upheld.
- Provide welfare support to the pupils of the school, including undertaking first aid duties (depending on training).
- Change clothes, clean and care for the personal cleanliness of the pupils as appropriate.
- Attend appropriate training sessions in order to increase knowledge and skills.

Other Areas of Responsibility at Meon Junior School

- The post holder will be required to communicate on a daily basis with pupils and staff.
- Promote positive play through active supervision and engaging in play.
- To have a relationship-based approach to behaviour management.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at Meon Junior School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Working with colleagues and other relevant professionals

- To work with colleagues to achieve school objectives and targets
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description

are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Midday Meal Supervisor

Name:……..

Signed: ……..
Date: ……..

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