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**Role Profile**

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|  | **Service:** | **Education** |
|  | **Location:** | **Underhill School and Children’s Centre** |
|  | **Job Title:** | **Mealtime Supervisor – Level 1** |
|  | **Grade:** | **A** |
|  | **Reports to:** | **Headteacher, Deputy Headteachers** |

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| **1. Purpose of Job:** To supervise the welfare and safety of children in the dining hall, playground, playing field and school premises during the school lunch break.To work as part of a team in liaison and co-operation with class teachers, other mealtime supervisors, kitchen staff, parents and governors. |

**2. Key accountabilities/duties/responsibilities:**

* To supervise the welfare and safety of children in the dining hall, playground, playing field and school premises during the school lunch break
* To ensure that all play equipment, including the climbing frames, trim trail and tyre parks, is used safely
* To organise games and activities for groups of children during the lunch break
* To ensure that during wet play, the children are supervised in their classrooms in a calm atmosphere
* To supervise the entrance and exit of children from the dining area(s)
* To supervise the children eating school dinners and packed lunches
* To assist in wiping tables, clearing rubbish, sweeping the canteen floor and maintaining high standards of hygiene
* To check packed lunch boxes for allergy related items, e.g. nuts
* To be aware of and cater of any child’s additional support needs, e.g. autism, diabetic etc. during the mealtime break
* To support child’s independence by encouraging good social behaviour at mealtimes, e.g. correct use of cutlery, noise levels
* To deal with and record minor incidents/accidents and refer to qualified first aiders where appropriate
* To deal with any disagreements between children in a fair manner
* To look out for and report any child who is isolated or upset
* To report any incident with child(ren) to the pastoral team, Assistant Headteacher or Head of School
* To reward children for following the school’s Golden Rules with House Point tickets.
* To ensure that all tasks are carried out in compliance with the Borough and School Health and Safety Statements
* To work in accordance with the schools’ ethos and policies on equal opportunities, behaviour, discipline, safeguarding and bullying
* To attend to the first aid needs of the pupils and to maintain records of first aid treatment given

**3**. **Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council’s values. To ensure that a high level of confidentiality is maintained in all aspects of work.

**4.** **Flexibility**

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

**5. The Council’s Commitment to Equality**

To deliver the council’s commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

**PERSON SPECIFICATION**

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| **Service:** | **Education** |
| **Location:** | **Underhill School and Children’s Centre** |
| **Job Title:** | **Mealtime Supervisor** |
| **Grade:** |  |
| **Post No.:** |  |
| **Reports to:** | Executive Head, Headteacher, Assistant Headteacher |

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| **Knowledge, training and experience** |
| * Good numeracy/literacy skills
* Knowledge of relevant school policies and procedures such as child protection, health & safety , equal opportunities, behaviour, discipline and bullying etc
* Knowledge of cultural and religious dietary requirements
* Knowledge of food allergies
* Willingness to undertake training and attend courses as required, e.g. first aid, games, behaviour
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| **Skills** |
| **Planning, organising and controlling skills** * Planning to ensure the welfare and safety of children throughout the mealtime break
* Planning to ensure that all tasks are completed within strict and given timescales, e.g. all children have lunch within mealtime break, dining areas ready at set time etc
* Planning pupils dining times around clubs/groups timetables

**Communication and influencing skills*** Ability to communicate according to child(ren)’s needs, e.g. culture, age, additional support needs etc
* Ability to supervise groups of children and encourage good behaviour within dining areas and playgrounds
* Ability to encourage and motivate good behaviour through playing of games
* Ability to provide feedback to class teacher/all school staff and complete incident reports/alert forms
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| **Initiative and Innovation skills**Works within and complies with school policies and procedures relating to child protection, health and safety, security, equal opportunities, behaviour, bullying and discipline etc* Use of initiative in ensuring that school routines are followed, e.g. entry and exit of playgrounds and dining areas
* Use of initiative in dealing with incidents that arise from ensuring welfare and safety of children at mealtime break, e.g. minor injuries, incidents of bullying, deciding when to call for additional help etc
* Use of initiative in playing games to promote and motivate good behaviour
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