



LONDON MEED PRIMARY SCHOOL

BRAVERY, COMMUNITY, CURIOSITY, RESILIENCE, RESPECT

JOB TITLE: Midday Meals Supervisor

RESPONSIBLE TO: Senior Midday Meals Supervisor

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

JOB DUTIES:

A. Supporting the Child

1. Supervise 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 after children have finished their lunches and 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. Deal with day to day concerns/problems of children.
7. Encourage the children to display good standards of behaviour both inside the school building and on the playground. (see behaviour policy)
8. Understand and organise children and deal with their minor squabbles.
9. Encourage children to include each other during playtime showing respect for each other, using the school values of honesty, creativity, respect and care as a model for all the behaviour for both adults and children within the school.

B. Working with the School Staff

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



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