

## Job Description

- Job title:** Midday Meal Supervisor
- Reports to:** Senior Midday Meal Supervisor
- Pay Scale:** APT&C Scale 1c spine point 3

### Overall Job purpose:

To be responsible for the supervision and assistance of pupils during the mid-day break. Duties will include responsibility for the orderly conduct of pupils in the lunch hall, playground and around the school buildings during the mid-day break.

### Principal Duties and Responsibilities

- Supervision of pupils during the mid-day break, in the dining areas, about the school premises and in play areas, ensuring their safety and wellbeing.
- Assisting and directing pupils in the dining area and elsewhere, dealing with minor incidents and referring matters to the Senior Supervisor or Senior Leadership Team when necessary.
- Attending to minor accidents at school, where appropriate training has been given, and supervising unwell children.
- To promote pupils' independence, self-esteem and social inclusion.

### General Duties

- To have due regard to the provisions of Health and Safety at work legislation
- To have due regard to the Trust's Equal Opportunities Policy
- To be aware of the confidential issues regarding this post including adhering to GDPR requirements
- To undertake any other duties that are within the grade and scope of the post, as determined by the Headteacher.
- To undertake annual mandatory and statutory training as directed by the Trust or School.
- To undertake specific training in the skills needed to provide personal care as required, e.g. manual handling, communication skills
- To undertake training and attend INSET days in accordance with contractual requirements.

### Developing self and working with others

- Promote and maintain a culture of high expectations for self and others
  - Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues
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## **Scope:**

The post-holder will be based at one of the Trust Schools and will be expected to work across the Trust, travelling from time to time to school sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

## **Safeguarding:**

Compass Eko Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected 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 Trust

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## Person Specification

Criteria	Essential	Desirable	How tested
<b>Qualifications</b>		Level 2 Qualification in English and maths.	Application Documentation
<b>Experience</b>	Experience of working with children.		Application Interview
<b>Knowledge and Skills</b>	<p>Ability to build effective working relationships with pupils and adults.</p> <p>Excellent verbal communication skills.</p> <p>Active listening skills.</p> <p>The ability to remain calm in stressful situations.</p> <p>Knowledge and experience of promoting the welfare and safeguarding of children.</p>	<p>An understanding of the needs of all pupils.</p> <p>Understanding of roles and responsibilities within the classroom and whole school context.</p>	Application Interview
<b>Personal Qualities</b>	<p>Enjoyment of working with children.</p> <p>Sensitivity and understanding.</p> <p>Confidence and initiative.</p> <p>Commitment to maintaining confidentiality at all times.</p> <p>Commitment to safeguarding children's wellbeing and equality.</p> <p>Punctual, dependable and trustworthy.</p>		Application Interview