The LETTA Trust
Midday Meals Supervisor Job Description

Salary grade: Scale 1A2

Hours: 9 hours per week in Early Years; term time only

Contract type: Permanent

Responsible to: EYFS Phase Leader

Main purpose

- To ensure that the lunchtime is a safe, social and educational occasion for all pupils
- To provide support and supervision for pupils in the dining area, classrooms, about the premises and in play areas

Duties and responsibilities

- To supervise and support pupils during lunchtime, in the dining area, classrooms, about the premises and in play areas encouraging them to uphold the lunch time charter
- To relate to pupils calmly, firmly, fairly and with good humoured manner
- To liaise with teaching staff and the head teacher at the school regarding pupils' needs and behaviour
- To assist pupils in making healthy choices of food to eat at lunchtime and encourage them to eat.
- Work cooperatively with all staff to support all children, including those with special educational needs, at lunchtime
- Maintain absolute discretion and confidentiality with regards to all sensitive and personal information
- To participate in a weekly team meeting and regular training

Job activities

- To assist with the maintenance of a calm and orderly lunch time in the lunch area and around the school
- To relate to pupils calmly, firmly, fairly and with good humored manner
- Under the direction of the class teacher implement feeding and toileting programs when necessary
- To assist pupils in making healthy choices of food to eat at lunchtime and encouraging them to eat
- To teach pupils good table manners
- To organise games and activities to engage pupils during lunchtimes
- To maintain vigilance and security in the school playground and perimeter fencing, reporting any concerns as appropriate
- To monitor the safe use of equipment, for games and other activities, during lunchtimes

- To ensure that any problems that occur during the lunch hour or are raised by pupils are dealt with immediately and followed up if necessary.
- Administer basic first aid, when necessary

Personal responsibilities

- Respect the confidentiality of pupil information and respond sensitively to pupils' needs
- Be aware of the particular learning, physical and medical needs of the pupils you support
- Participate fully in the school's appraisal cycle, as specified in the school policy, meeting regularly with your line manager, ensuring that objectives for your development are set and met within the agreed time scale
- Attend relevant training and staff meetings as required

General requirements

- Undertake any professional duties commensurate with the grade of the post
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- Maintain awareness of and comply with all relevant school policies – particularly any matters relating to confidentiality, safeguarding, Health & Safety or equal opportunities

Notes

- This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out
- The job description may be amended at any time in consultation with the post holder

Headteacher or line manager's signature: **Date:**

Post holder's signature: **Date:**