



Lunchtime & School Meals Supervisor

Role Profile and Person Specification

October 2021

APPLEGARTH ACADEMY

Role Profile

Job Title:	Lunchtime & School Meals Supervisor
Grade Range:	Grade 1 – Scale point 1-3
Location:	Applegarth Academy
Reports to:	Assistant/ Deputy Headteacher
Responsible for:	Supervising pupils during mealtimes and playtime and all other associated tasks as required.
Role Purpose and Role Dimensions:	<p>Ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meals and during play activities. Responsible for the health, safety, conduct and well-being of all pupils, and in particular those in the class allocated under the duty rota.</p> <p>Also ensure the smooth running of the meal arrangements by anticipating and dealing with problems and promoting constructive play ideas with pupils.</p>
Commitment to Diversity:	As a member of the Academy Team to take individual and collective professional responsibility for championing the Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
Key Internal Contacts:	<ul style="list-style-type: none">• Assistant/Deputy Headteacher• The Head of School
Other Considerations:	<ul style="list-style-type: none">• To work successfully and collegiately with other Academy staff

Responsibilities and Duties:

Support for Pupils

Key Elements:

This will involve:

At mealtimes:

- Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
- Support pupils in meal arrangements.
- Teach games to the pupils.
- Ensure that the pupils dry their hands.
- Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.
- Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal. Pour water for the pupils.
- Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils either side of them.
- Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean.
- Promote a learning environment within the ethos of the school.
- Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.

In Playtime:

- Ensure pupils are dressed appropriately for the weather (checking coats are fastened).
- Operate a “band” system to go to the lavatory, so that too many pupils are not using the toilets at any one time. Make sure that toilets are used sensibly. Only hand out bands to the allocated class.
- Ensure that pupils are not in the building when they should be outside.
- Teach games and implement good behaviour in the playground (follow the appropriate policy).
- Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch.
- Ensure that everyone (adults and pupils) is treated with respect and that equality of opportunity is given to all (see Equal Opportunity Policy).

Wet Playtimes:

(As well as above)

- Supervise a class while they play classroom games, draw or finish school work.
- Read a story or play games.
- Ensure equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session.

Communication with others

- Attend INSET training as required. This will be a paid directed activity.
- To recognise and report on child protection issues according to school policy.
- Be aware of school events by looking at the whiteboard in Medical room and Staff room, timetable on notice board in Staff room and reading your copy of the newsletter.
- Report any concerns immediately to the leader on duty.
- Communicate any general concerns to the class teacher at the end of the lunchtime.

Support for the Academy

This will involve:

- Prepare, maintain and use resources required to meet requirements and assist pupils in their use.
- Ensure the pupils are always supervised, arrive punctually to their classroom, and the area is tidied up each day. Ensure the playground equipment is used and stored properly. Be punctual and reliable.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Appreciate and support the role of other professionals. Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Academy's Equal Opportunities policies and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Key Accountabilities Key Elements: and Result Areas:

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

Person Specification

Job Title:

Lunchtime & School Meals Supervisor

Essential knowledge:

- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- Commitment to and understanding of Equal Opportunities.
- Basic understanding of child development and learning.

Essential skills and abilities:

- Good numeracy/literacy skills.
- Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post.
- Confidence in dealing with young people, maintaining discipline and motivation.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Displays commitment to the protection and safeguarding of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children
- Participate in development and training opportunities.

Essential experience:

- Working with or caring for pupils of relevant age.

Special conditions:

- Enhanced DBS check