



Meal Supervisor – Job Description and Person Specification (Pay Scale: SC1 / 2)

Purpose of Post

To ensure that play and lunch are safe and enjoyable experiences for the children.

To support learning and share in the care and well-being of all pupils throughout the school during lunch time.

To support the emotional, behavioural and pastoral needs of all pupils, including those with additional needs.

To be aware of and support the differing abilities of pupils and ensure they all have equal access to opportunities to learn and develop.

Reporting to:

The Senior Leadership Team

Areas of Responsibility:

As a member of the school community

To have due regard for safeguarding and promoting the welfare of pupils and young people and to follow the child protection procedures adopted by the school.

To comply with all other policies within the school including health and safety, data protection and confidentiality

To ensure the health, safety and safe behaviour of all pupils and report concerns or details of accidents/incidents as necessary to the class teacher or appropriate member of staff

To uphold and contribute to the school's vision and school development priorities

To demonstrate a commitment to raising standards across the school.

Appreciate and support the role of other professionals.

Supporting the children at play and lunch

To interact positively with the children.

To encourage children to make healthy choices at lunchtime.

To assist children in the dining hall where it is required.

To ensure that an accepted standard of behaviour is maintained in the dining hall and that children are encouraged to socialise and learn table manners.

To monitor the lunch hall to ensure that the environment is safe for the children.

To ensure the safety of all children in the setting

To follow all procedures with regard to the playground equipment and coverage.

To follow the school agreed systems and policies with regard to engagement with and supervision of pupils

To be aware and follow the procedures for reporting accidents

Person Specification Mealtime Supervisor

		Essential/Desirable
Knowledge and Understanding		
	An understanding of the necessity of maintaining strict confidentiality where appropriate	E
	To understand the role of meal and playground supervisor in the wider context of the school	E
	A commitment to ensuring the safety of all pupils	E
Qualifications, Training and Experience		
	To have the communication and literacy skills to communicate effectively with the children	E
	Previous experience of working within a multicultural school setting with a wide range of needs	D
Skills, Abilities and Personal Qualities		
	Ability to engage with and relate to a wide range of pupils from different backgrounds	E
	To demonstrate a commitment to ensuring that children make healthy food choices	E
	Have the ability to work as part of a team in a constructive manner and demonstrate a flexible manner	E
	To have excellent interpersonal skills	E
	To have the ability to develop an understanding of the educational, welfare and social needs of the pupils.	E
	A commitment to securing high standards of education and behaviour for all pupils	E
	Ability to motivate and enthuse pupils	E
	Ability to demonstrate a high standard of professionalism	E
	Ability to interact with colleagues, pupils, parents, visitors and outside agencies in a positive and professional manner which promotes a positive image of Carlton School	E
	A commitment to learning new skills	E