

## **JOB DESCRIPTION – MIDDAY MEALS SUPERVISOR**

### **Job Purpose:**

To supervise pupils who remain on the school premises during midday break, ensuring that the children eat meals safely and behave appropriately.

**Responsible to:** Senior Midday Supervisor

### **Duties:**

The Midday Supervisor will:

- Communicate effectively with all Midday Supervisors
- Promote professional relationships between Midday Supervisors whilst engaged in role
- ensure that pupils wash their hands before they eat;
- escort pupils to and from the dining area, as necessary;
- ensure that pupils having a school lunch are in the dining hall at the correct time;
- help younger pupils at the servery counter with the proper use of cutlery, and help them cut up their food when necessary;
- assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished;
- supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use;
- report to the Senior Midday Supervisor any child whose diet may give rise for concern;
- take charge of groups of children in the playground or the classroom, depending on the weather;
- devise and initiate constructive play opportunities for children when required;
- ensure that children remain within a safe environment, and that they play safely;
- set suitable behaviour standards in line with school policy;
- have an awareness of the school's policy on Safeguarding and Child Protection
- help children acquire social skills;
- attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary;
- attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance;
- liaise effectively and professionally with staff, teachers and parents, as required;
- attend training, as required.