

Role Profile: School Meals Supervisor

Purpose

Key Purpose of the Job

To ensure the security, safety, wellbeing, and care of the pupils of the school and to promote their social, emotional and physical development during the lunch time period.

Key Accountabilities (6-8 max)

Supervision

To supervise pupils, during the lunch period, in dining hall, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.

To monitor the behaviour of pupils in accordance with the school's high expectations and discouraging in a positive way any anti-social behaviour.

Reporting any incidents to the Deputy Head or Form Tutor as appropriate. To organise the dinner queue and ensure calm and orderly entrance of pupils into dining hall and from dining hall to playground.

To liaise with the kitchen staff to ensure water, cutlery & the salad bar are adequately stocked.

Social Wellbeing

To encourage all pupils to eat but especially those with special needs or disabilities, and to assist children with cutting up food, opening tubs, pouring water etc. where appropriate to e.g. age of child, needs of child, as necessary.

To encourage social skills and good table manners, ensuring safety with knives and forks.

Health & Safety

To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures. To clean up spillages of food and to organise clearing cutlery and crockery off tables. To know which children have food allergies and to be vigilant in monitoring pack lunches contents to ensure they are appropriate.

Staff Conduct

Maintain high professional standards of attendance, punctuality, appearance, and conduct. Demonstrate positive and courteous relations with pupils, colleagues, parents and any external personnel. Adhere to school and Cognita policies. To actively engage in professional development activities. Carry out such other associated duties as are reasonably assigned by the Head.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications		Level 2 or 3 qualification in child care Paediatric first aid training.
Skills	Displays a good understanding of a range of behaviour management strategies Is willing to work within the organisational procedures and processes and to meet the required standards for the role	Is resilient and demonstrates ability to work well under pressure
Experience		Previous experience in a similar role. Previous experience in a school environment
Other	Is committed to meeting the needs of children, whatever their background or ability Displays warmth, care and sensitivity when dealing with pupils	A clear passion to help children develop healthy eating habits. Is committed to continual personal and professional development. Is reflective and learns from past experiences

Key Stakeholders:

Internal – Head, SLT, HOD, Colleagues

External – Pupils, Parents

Signed: Name (print):

Date: