



Mealtime Supervisor Job description

Post:	Mealtime Supervisor
Pay:	Scale Point 7 pro rata term time only
Hours / Weeks:	9 hours per week, 40 weeks per year (term time only)
Actual Salary:	£4,226 per annum

Responsibilities

You will be a key member of the team of practitioners responsible for the education and care of the children in the school. You will be involved in contributing to the teaching and learning programme in accordance with the ethos, aims and objectives of the school. The Teacher and Mealtime Supervisors work as a team - being 'partners' in supporting the students' access to learning and the whole curriculum (including the National Curriculum) and their independence as learners. You may be required to work with groups or individuals from a class without the presence of the class teacher and supervise activities and tasks.

To ensure the safety of students in the supervision, safety and welfare of students during the lunch break in the dining area and circulation areas

Main Duties:

- To be on duty in the area allocated and the time allocated
- To supervise students to ensure good behaviour in and around school
- To report to the School Business Manager any health or safety hazards
- To read and adhere to the school behaviour policy
- To follow procedures which affect you and your duties (e.g. fire; accident reporting; etc.)
- To report any accidents and request assistance from the school's first aider as required
- To report to the School Business Manager or teacher on duty any incidents
- To supervise students in the dining area
- To supervise student's clearing tables, plates and cutlery and the return of trays
- To supervise and assist students with packed lunches and ensure clearance of waste
- To ensure the removal of food and litter in the dining hall to maintain satisfactory standard
- To ensure that the dining hall is clean before and after lunch. This would involve sweeping and mopping the floor and wiping the tables
- Any other duties required by the School Management Team within the scope of the post

The post holder shall ensure the duties of the post are undertaken with due regard of the School's Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

Skills and abilities

You must be a good communicator and have a calm disposition. You should be fair and non judgemental towards students. Be an excellent role model and have patience, initiative and the ability to be an effective team member

Review Arrangements

The details contained in this Job Description reflect the content of the job at the date it was prepared.

It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

Safeguarding

The Archer Academy is committed to safeguarding all children. Candidates must be suitable to work with children and young people. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and a criminal record disclosure will be required prior to appointment- DBS/CRB check.

Members of the Panel have undergone Safer Recruitment training.

Deadline for application: Midday on Thursday 5th October 2017

Planned interview date: w/c 9th October 2017

Person Specification

Skills and Abilities	Essential	Desirable
Ability to communicate and interact effectively with children and young people	✓	
Ability to recognise and identify problems and advise the relevant staff member	✓	
Ability to deal with students' physical, emotional and behavioural needs as well as provide individual support as appropriate	✓	
Knowledge	Essential	Desirable
How to support a child whilst encouraging independence	✓	
The importance of adults as role models and the importance of this for Lunchtime Supervisors	✓	
Schools' Health and Safety, confidentiality and Equal Opportunities policies	✓	
The behaviour patterns that might indicate problems, such as child abuse, substance abuse or bullying		✓
Qualifications and Experience	Essential	Desirable
An understanding of children and a desire to make lunchtimes an enjoyable and socially rewarding experience, while maintaining order and calm.	✓	
First Aid Qualification		✓