

JOB DESCRIPTION

ALL SAINTS' CHURCH OF ENGLAND PRIMARY SCHOOL	
JOB TITLE	GRADE
Midday Meal Supervisor	New Merton Scale 5 PT 6 5hrs per week

All staff at All Saints' C of E Primary School are expected, throughout their duties

- To promote the positive and Christian ethos of the school
- To show commitment to inclusion through meeting the needs of all learners, including those with SSPs, EHCPs/Statements and individual behaviour plans
- To conduct themselves at all times in a professional manner
- To communicate with colleagues, children and families in a professional and respectful way at all times
- To treat all information relating school, whether obtained formally or informally as strictly confidential
- To follow school protocols relating to communication, particularly those relating to the use of social media

1 CORE JOB PURPOSE

Work under the supervision of the Leadership Team and Lunchtime manager to contribute to the supervision and welfare of children throughout the school. To supervise the children's play and eating at lunchtimes.

2 MAIN DUTIES

- To supervise the hall and playground throughout lunchtimes.
- To establish good relationships with pupils, acting as a role model and being aware of, and responding appropriately to, individual needs.
- To promote the inclusion and acceptance of all pupils.
- To encourage pupils to interact with others and engage in activities
- To encourage pupils to act independently as appropriate
- To be aware of pupil problems/achievements and report to the teacher as agreed.
- To support pupils to understand instructions.
- To be aware of & comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To contribute to the overall ethos/work/aims of the school

3 GENERAL

This job description sets out the main duties of the post and does not describe in full detail all tasks required to carry them out. It is assumed that other duties of a similar level/nature undertaken within the school are not excluded because they are not itemised.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes; appropriate training will be given to enable the post-holder to undertake this new/varied work. Variation may include temporary duties in the absence of other staff to ensure the smooth running of the school.

13 SPECIAL NOTES OR CONDITIONS.

The post holder will be subject to an enhanced DBS check.