

St. Edmund's Catholic School

'Together we learn and grow through worship and celebration.'



JOB DESCRIPTION

JOB TITLE:	School Meals Supervisory Assistant
GRADE:	Scale 2 Spinal Point 3
HOURS OF DUTY:	11.50am until 1.05pm, 38 weeks a year
JOB PURPOSE:	To be responsible for good conduct, welfare and safety of pupils during the midday meal break.

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

RESPONSIBLE TO: The Deputy Headteacher

Under the direction of the Deputy Headteacher/Class Teacher:

- To be responsible for pupils during the midday break
- To ensure the maintenance of discipline and good behaviour
- To ensure the welfare and safety of the children within the school premises
- To ensure cleanliness and hygiene including checking the cleanliness of children's hands before lunch
- To assist the children with the contents of the packed lunches if necessary
- To make school lunches accessible to the children including cutting up of fruit if required and replenishing water where necessary
- Reminding children of basic food manners
- To supervise as directed in the playground, monitoring play and safety and dealing with behavioural incidents
- To attend to minor injuries in the playground
- To ensure that all head injuries and other serious injuries are dealt with by the Welfare Officer
- To ensure children are appropriately clothed in wet and cold weather
- To supervise the children in their classrooms during wet play sessions
- To keep teaching staff informed of behavioural incidents
- To fulfil any other such tasks as required by the school to ensure the efficient running of the lunchtime session
- To clean and mop toilet areas post lunch time period.

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Person Specification

S.M.S.A.

SKILLS/ ABILITIES/ KNOWLEDGE

1. Ability to demonstrate an understanding of why equal opportunities is important in working with other staff (e.g. cooks, teachers) and with school children and parents.
2. Ability to demonstrate an understanding of why care is important in working with teachers, parents and children.
3. Ability to follow laid down instructions
4. Thorough knowledge of Health and Safety with reference to complying with safety measures involved in supervising large groups of children.
5. Ability to communicate with children, teaching and non-teaching staff for the purpose of requesting and responding to requests for information.
6. Ability to maintain discipline and good behaviour with young children in a manner that respects the rights of young children, whilst providing role models of adult behaviour.
7. Ability to communicate for the purpose of carrying out the job.

OTHER INFORMATION/REQUIREMENTS:

1. No annual leave is taken during term time.
2. The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.