

MID-DAY MEAL SUPERVISOR JOB DESCRIPTION

JOB PURPOSE:

Under the direction of the Support Manager, the Mid-Day Supervisor's role is to ensure the smooth running of the hot meals, packed lunches and the supervision of children at lunchtime play.

AREAS OF RESPONSIBILITY:

- MDMS on lunchtime duty should be on hand to supervise entry into the main hall; make sure water is available and assists with the general cleaning of tables. When the sitting ends the MDMS assist in cleaning tables in preparation for the second sitting. At the end of second sitting the MDMS again organise the wiping of tables, the stacking of chairs and tables and clearing of any remaining plates. Hands must be washed before any handling of food.
- During lunchtime play remain on playground, moving around to ensure all play areas are supervised. Any children wishing to enter the building to use the toilets must be issued with a band. During wet playtimes MDMS will distribute themselves between the nominated classrooms and Library area. With an assigned MDMS on First Aid duty.
- Any minor incidence of bad language, unkind behaviour and bad manners to be dealt with by MDMS. Any serious incidents or refusal to obey a MDMS should be reported to the Headteacher or a member of the Senior Leadership Team who will deal with the individual children.
- At the end of lunchtime the MDMS assist with lining up children so that they can enter class and remain with the classes until their teacher arrives.
- All minor injuries should be dealt with by the MDMS. All major injuries must be reported to a fully qualified first-aider.
- To attend training opportunities as required

SUPPORT FOR PUPILS:

- Encourage good table manners and behaviour during lunch, using the lunchtime "Goal" system.
- Actively encourage healthy eating.
- Encourage pupils to play co-operatively with each other and behave appropriately.



- Monitor pupils use of the buddy bench, encourage other children to talk to children who use the bench.
- Administer any basic first-aid needs on the playground, keeping records in the first-aid book provided.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils during lunchtime.
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage pupils in lunchtime activities
- Provide feedback to pupils in relation to behaviour

SUPPORT FOR THE SCHOOL:

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to lunchtime activities
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other staff, including the SLT, Support Manager, class teachers and TAs to support achievement and progress of pupils

