

# ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

## JOB DESCRIPTION SCHOOL MEAL SUPERVISOR

The role of the Meal Time Supervisor is to maintain the Catholic Ethos, aims and objectives of the school, as set out in the School's Mission Statement.

This is achieved by:

- i) working co-operatively with colleagues
- ii) maintaining discipline
- iii) upholding high standards of behaviour

### **Confidentiality**

A Meal Time Supervisor like every other member of staff is in a position of trust. It is important that matters relating to individual children are not discussed outside the school.

### **Responsibility**

As a Meal Time Supervisor you have a responsibility under the direction of the Headteacher for securing the safety, welfare and good conduct of all the children during the meal time break period, in accordance with the practices and procedures of the local authority.

### **Liaison and Co-operation**

The Meal Time Supervisor must work as a member of a team and in liaison and co-operation with:

- a) class teachers
- b) other members of meal time supervisory staff
- c) parents and governors
- d) senior SMSA/Deputy Head

### **Main Duties**

All staff are expected to work within the school's policies, particularly with regard to behaviour, safeguarding and equal opportunities.

Duties will include supervision of pupils in the classroom, playground areas and school premises and will include ancillary associated duties, e.g. cleaning up spillages, ensuring tables are clean etc. to ensure the maintenance of good order and discipline.

Meal Time Supervisors should follow the supervision rota, except on wet days when they take responsibility for a particular area.

Each Meal Time Supervisor should receive a class or year group list and a list of those children with medical problems or special dietary needs from the school welfare assistant.

All Meal Time Supervisors have an overall responsibility for the safety of all the children during the mealtime break. Health and Safety considerations are of prime importance.

When on duty, Meal Time Supervisors should keep on the move in order to cover all areas of the playground.

No Meal Time Supervisor should leave the playground to bring in an injured child. If the accident is serious, send for the Welfare Assistant on medical duty. If the child is not badly injured, send him/her into the Medical Room accompanied by another child.

No Meal Time Supervisor should leave the playground to report misbehaviour. The child or children concerned should be sent to the Senior SMSA or Headteacher or Deputy Headteacher.

A Meal Time Supervisor should not give any child permission to return to a classroom or leave the school premises during the lunch break. Please refer all requests to the Senior SMSA.

On a wet day, Meal Time Supervisors are responsible for supervising the children in class and children ask permission to leave the class to go to the toilet.

A First Aid box is kept in the Medical Room. All accidents should be reported to the Welfare Assistant on duty and written in the Accident Book.

No parent or other adult is allowed to take a child from the playground without the permission of the Headteacher.

As Supervisor, you will:

- a) Be in position in the playground as the children are dismissed from class.
- b) Supervise the children in the playground and manage their behaviour.
- c) Correct children who behave badly.
- d) Deal with accidents in the playground and classroom. In the event of a serious accident, report this to the Welfare Assistant.
- e) Supervise children eating their dinner and control their behaviour.
- f) Prevent children taking food outside.
- g) Put out tables/benches and put them away.
- h) Clean up spillages and ensure tables and floors are clean at the end of a session.
- i) Organise and supervise suitable games for children.
- j) On wet days, supervise children in their classroom and if necessary, organise games.
- k) Be available for all children.
- l) Be aware of fire procedures and what to do in the case of an accident.
- m) Carry out any other reasonable duty as required by the Senior SMSA/Deputy/Headteacher.

Working hours – 12 – 1.15pm

Meal Time Supervision: 12.15 – 1.15 pm (Reception 12 – 1.15 pm)

If you are ill or unable to attend for any reason, please ‘phone the school as soon as possible.

You are paid for and expected to attend all of the five training days during the year.

You will be notified of the relevant dates by the Deputy Head.

To whom responsible : **Headteacher**