



Teaching Assistant Person Specification

Job Description

Post: Mid Day Meals Supervisor

Salary: Grade 3

Responsible to: Headteacher

PURPOSE OF THE JOB

To help provide a safe, happy and enjoyable lunchtime experience for all pupils, ensuring their wellbeing, safety and positive behaviour throughout the lunch break.

The Midday Meals Supervisor will work as part of a team to supervise and support children in the dining hall, playground and other designated areas of the school, encouraging positive relationships, independence and inclusion.

KEY RESPONSIBILITIES

1. Supervision and Safety

- Supervise pupils during the lunchtime period, including in the dining hall, playground and other designated areas.
- Ensure pupils are safe, appropriately supervised and following school routines and expectations.
- Be aware of potential hazards and take appropriate action to prevent accidents.
- Respond promptly to accidents, incidents or concerns, reporting these to the appropriate member of staff.
- Follow the school's health and safety, safeguarding and security procedures at all times.

2. Supporting Pupils at Lunchtime

- Encourage pupils to enjoy their lunch in a calm, friendly and positive environment.
- Support younger pupils and those who need additional help with their meals, encouraging independence wherever possible.
- Encourage good table manners, healthy eating habits and appropriate behaviour in the dining hall.
- Be aware of pupils with allergies, dietary requirements or additional needs and follow the school's agreed procedures.
- Help pupils to develop positive social skills, including sharing, taking turns and showing respect for others.

3. Playtime and Positive Behaviour

- Actively engage with pupils during their lunch break, encouraging inclusive play, physical activity and positive friendships.
- Help organise and encourage suitable playground games and activities.
- Promote positive behaviour in line with the school's behaviour policy, using encouragement, praise and a calm, consistent approach.
- Support pupils in resolving minor disagreements and developing positive relationships.

- Recognise when pupils may need additional support, reassurance or help to join in with activities.
- Report any significant behaviour concerns, bullying or safeguarding issues to the appropriate member of staff.

4. Dining Hall and General Duties

- Assist with preparing the dining hall for lunchtime, including setting out tables and chairs where required.
- Help maintain a clean, safe and welcoming dining environment.
- Carry out general lunchtime duties such as wiping tables, clearing spillages and sweeping floors where appropriate.
- Assist with tidying and putting away equipment at the end of the lunch period.
- Encourage pupils to take responsibility for their own belongings, rubbish and dining areas.

5. Safeguarding and Wellbeing

- Promote the welfare and wellbeing of all pupils and contribute to a safe and supportive school environment.
- Follow the school's safeguarding and child protection policies and report any concerns promptly to the Designated Safeguarding Lead (DSL) or a Deputy DSL.
- Treat all pupils fairly and respectfully, recognising individual needs and promoting equality and inclusion.
- Maintain appropriate professional boundaries and confidentiality.
- Follow school procedures for first aid, medical needs and emergencies, providing assistance within the limits of training received.

6. Teamwork and Professional Responsibilities

- Work positively and cooperatively with other Midday Meals Supervisors, teaching staff and the wider school team.
- Communicate relevant information about pupils' behaviour, wellbeing or lunchtime incidents to the appropriate staff.
- Attend relevant training and meetings as required, including safeguarding and health and safety training.
- Act as a positive role model by demonstrating kindness, patience, respect and professionalism.
- Carry out any other reasonable duties relating to lunchtime supervision, as directed by the Headteacher or designated member of the Senior Leadership Team, appropriate to the grade and responsibilities of the post.

GENERAL EXPECTATIONS

All staff at St Mary's C of E (Aided) Primary School are expected to:

- Support the school's Christian ethos, values and inclusive environment.
- Help create a welcoming, caring and respectful school community.
- Maintain high standards of safeguarding, confidentiality and professional conduct.
- Follow all relevant school policies and procedures.

- Contribute to ensuring that every child feels safe, valued and included.

Safeguarding Statement

St Mary's C of E (Aided) Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to appropriate safer recruitment checks, including an enhanced Disclosure and Barring Service (DBS) check and children's barred list check where applicable.