

ROYAL BOROUGH OF GREENWICH

School: Greenslade Primary School.

Job Description: Midday Meals Supervisor

Reporting to: Headteacher or Midday Supervisor

Purpose of the Job

- Support the safety and welfare of pupils during the midday break.
- Follow our school's behaviour policy to promote excellent behaviours for all pupils.
- Ensure our school provides equal opportunities in all aspects of its work.

Main duties

MANAGING BEHAVIOUR

- Supporting the good behaviour of children during the midday break, following the school's behaviour policy.
- Dealing with any issues and referring to Senior Leadership Team if necessary.

COMMUNICATION

- Share information as required with the Class Teacher and other staff as appropriate.
- Be proactive in having up to date knowledge of school communication information.
- Communicate effectively with the team and take an initiative when needed.

SUPPORTING PUPIL WELFARE

- Supporting pupils during break and lunch times as appropriate.
- Attend to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Headteacher.
- Follow our school safeguarding policy to ensure all pupils are kept safe both in school and beyond school.
- Maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with.
- Supporting children with a range of need to meet good behaviour standards

DEVELOPING SELF

- Undertake training in accordance with contractual requirements.

OTHER DUTIES

- Follow our School's Equal Opportunities policies.
- Maintain confidentiality and observe data protection and associated guidelines.
- Assisting with any other duties of a similar level or responsibility as required.
- Working well within a team.