

School Meals Supervisory Assistant

The Park Federation Academy Trust

Job Description

Reporting to	Supervisor
Grade	Scale 1c

Job Purpose

To be responsible for, under the direction of the Lunchtime Supervisor and Principal, securing the safety, welfare and good conduct of pupils during the lunchtime period. This includes in the dining hall and in the playground.

Key Accountabilities

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

Main Duties and Responsibilities

- Supervise the children in the dining hall, playground areas and school premises to ensure the maintenance of good order and discipline;
- Engage the children in games and other play activities on the playground;
- Encourage pupils to eat healthily and to eat their lunch;
- Assisting in the management of behaviour, as specified in the Behaviour Policy;
- Ensure children are ready at the end of lunchtime to go into class;
- Support alternative arrangements during wet lunchtimes;
- Feed back to the teacher over any issues that have arisen during the lunchtime period;
- Undertake ancillary associated duties such as cleaning up spillages, ensuring tables are clean etc.

General

- Maintain confidentiality in and outside the workplace;
- Support the implementation of academy policies;
- Promote the inclusion and acceptance of all pupils;
- Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
- Attend and participate in meetings and training opportunities;
- Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health

and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

Safeguarding

In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post.

Person Specification

Criteria	Essential	Desirable
Experience & Qualifications	• Experience of working with children.	• Experience of working in this role or similar; • A First Aid qualification.
Skills & Knowledge	• Ability to speak English to a good level; • Knowledge and understanding of children; • Understanding of how to work in a team; • Ability to assist children's learning; • Ability to observe children and help develop social and communication skills; • Understanding of cultural diversity; • Ability to supervise groups of children; • Ability to maintain confidentiality; • Ability to understand the roles and routines within the lunchtime setting. • Awareness of Health and Safety standards; • Awareness of child protection and safeguarding procedures.	• An understanding of the beliefs and values of different religious groups.
Personal Qualities	• Suitability to work with children; • Warmth and enthusiasm; • An ambitious approach to promoting children's learning.	