

Midday Meal Supervisor Job Description & Expected Standards.

Job Description

- Setting up the hall, tables and chairs ready for classes 11:30am.
- Collecting dinners for the classes to take to class (if applicable).
- Assisting with feeding, with direction from class teacher.
- Cleaning aprons, utensils, tables in class.
- Assisting with playtime duties whether this be in class or outside, with direction from class teacher.
- Returning plates and cutlery to the kitchen, tidying up in the hall, wiping tables, chairs, sweeping etc, when directed by senior, replenish supplies.

Expected Standards

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Ensure the maintenance of a clean, orderly and safe working environment.
- Keep abreast of whole school communication, check own emails.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfill its development plans.
- Undertake training and attend relevant meetings (within contracted hours) as required to ensure own professional development. Attend training outside of contracted hours with advanced notice and negotiation.
- Arrive at school in time to be appropriately prepared for the start of working hours.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality reporting all concerns to an appropriate person to ensure the pupils well-being.
- Ensure health and safety and good behavior of pupils.
- Supervise and have responsibility of pupils in break and playtimes, as well as model appropriate play.
- Promote positive behavior effectively and constantly to raise self-esteem.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Attend to pupil's personal care needs and assist with the organisation of mealtimes; this may include PEG feeding following appropriate training.
- Provide support and assist with the development of hygiene, toilet training and personal care programs.
- Acquire the appropriate skills, qualifications and/or experience required for the role, with support from the school.
- Understand the roles and responsibilities within the classroom and whole school context.

Staff Relationship Guidelines.

- Share the FAW vision: pupils come first.
- Work effectively and proactively in a team.
- Have a 'can do' approach.
- Have excellent time keeping and attendance.
- The ability to see others points of view/opinions.
- Flexible and willing to work in a range of settings.
- Maintain high standards of ethics and behaviour in and out of school.
- Committed, energetic and enthusiastic.
- Reflect on issues and performance.

Name:

Signed:

Date: