



Ashmole Primary School

JOB TITLE:	Part-time Meal Time Supervisor
GRADE:	Pay scale 6
PURPOSE OF JOB:	To prepare the dining room/classrooms for school lunches and clear away afterwards and to supervise pupils whilst they eat lunch. To ensure the safety and welfare of all pupils on the school site during the mid-day break.
HOURS OF WORKING:	Mon - Fri 12:30pm till 1.45pm (6.25 hrs a week).
RESPONSIBLE TO:	The Head Teacher in all matters

Main areas of Responsibilities

- Prepare the layout of the tables in preparation for lunch including laying up tables.
- Supervise the pupils when they are in the dining room eating lunch and during play.
- Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables and wiping the tables and sweeping the floor.
- Ensuring pupils follow the rules for the dining area.
- Reporting incidents to the duty teacher.
- To engage the pupils and lead games as directed by the HLTA or teaching staff through the Active Playtimes Initiative
- To supervise the movement of pupils to and from the dining room as necessary.
- To provide assistance to pupils in the event of minor accidents and to take appropriate action over more serious incidents, including reporting them to the HLTA as soon as possible.
- To listen to and help children resolve disputes appropriately.
- To ensure that all pupils return to the care of their teacher at the end of lunchtime.
- To carry out any other duties connected with the supervision of pupils during this period as instructed by the Headteacher, HLTA or teaching staff where appropriate.
- To safeguard and promote the welfare of children.