



Federation of
Westminster Special Schools
& Bi-Borough Inclusion Service



Associate Executive Head
Pam Jones OBE

Head of the Bi-borough Inclusion Service
Anna Selwyn

Headteacher
Pamela Murphy
Kennet Road, W9 3LG
020 7641 5825

office@qe2cp.westminster.sch.uk

Headteacher
Claire Shepherd
Garway Road, W2 4PH
020 7221 3454

admin@qe2cp.westminster.sch.uk

Title: Midday Meals Supervisor
Salary: Band 1 step 1
Reports to: Headteacher, AHT

Main Responsibilities of the Role

As part of a team, assisting the Headteacher in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the school and ensuring that pupils eat meals safely and behave appropriately.

Principal Accountabilities

1. Supervision and control of pupils in the dining hall.
2. Supervision and control of pupils in the playground and the school premises.
3. Associated ancillary duties.

Job Content

1. Supervision and control of pupils in the dining hall, including:
 - Where appropriate, assist/supervise pupils with their general hygiene requirements. Organising dinner queue and entrance of pupils into the dining hall and from the dining hall to the playground, ensuring good behaviour and a calm atmosphere. Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance. Reporting incidents, the Headteacher according to severity of incident
 - Laying tables prior to meal appropriate to the needs of the pupils.
 - Directing pupils to correct seats, dealing with any special seating arrangements.
 - Encouraging pupils to eat (including those with packed lunches).
 - Being aware of pupils on special or restricted diets for medical reasons from information provided at the school. Assisting pupils with cutting up food, pouring liquids, eating, using specially adapted cutlery, plates etc. where necessary, encouraging self-help where appropriate
 - Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner where appropriate
 - Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff



Federation of
Westminster Special Schools
& Bi-Borough Inclusion Service



Associate Executive Head
Pam Jones OBE

Head of the Bi-borough Inclusion Service
Anna Selwyn

Headteacher
Pamela Murphy
Kennet Road, W9 3LG
020 7641 5825

office@qe2cp.westminster.sch.uk

Headteacher
Claire Shepherd
Garway Road, W2 4PH
020 7221 3454

admin@qe2cp.westminster.sch.uk

- Dealing with anybody spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate
 - Ensuring crockery, cutlery and equipment used in classroom feeding is taken to the kitchen to be sterilised
 - Sharing responsibility with other Midday Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.
2. Supervision and control of pupils in the playground and about other school premises, including:
- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions.
 - Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and wellbeing, providing emotional support where necessary
-
- Supervising fair distribution of playground equipment from the store and ensuring toys are put away at the end of the break
 - Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Actively interacting with pupils and engaging in purposeful play activities, mobility programmes etc.
 - Devise and initiate constructive play opportunities for children when required.
 - Preventing any dangerous/potentially dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
 - Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Head /Deputy Head of School.
 - Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities
 - Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch periods.
3. Associated ancillary duties, including



Federation of
Westminster Special Schools
& Bi-Borough Inclusion Service



Associate Executive Head
Pam Jones OBE

Head of the Bi-borough Inclusion Service
Anna Selwyn

Headteacher
Pamela Murphy
Kennet Road, W9 3LG
020 7641 5825

office@qe2cp.westminster.sch.uk

Headteacher
Claire Shepherd
Garway Road, W2 4PH
020 7221 3454

admin@qe2cp.westminster.sch.uk

- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures. Respecting the dignity of all pupils
- Accompanying pupils to the toilet with assistance if necessary. Remaining with the pupils, being aware of any behavioural difficulties and ensuring pupils follow correct hygiene requirements.
- Dealing with bodily fluids (including blood and seminal fluid) and disposal of incontinence/sanitary pads in accordance with infection control procedures.

4. Child Protection

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Tri-borough Safeguarding Children's Board and the school's safeguarding policy.

Key Organisational Objectives:

The post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as appropriate
- At all times operating within the school's Equal Opportunities framework
- Contributing to the maintenance of a caring and stimulating environment for pupils

Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.

Special Conditions of Service:

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.



Federation of
Westminster Special Schools
& Bi-Borough Inclusion Service



Associate Executive Head
Pam Jones OBE

Head of the Bi-borough Inclusion Service
Anna Selwyn

Headteacher
Pamela Murphy
Kennet Road, W9 3LG
020 7641 5825

office@qe2cp.westminster.sch.uk

Headteacher
Claire Shepherd
Garway Road, W2 4PH
020 7221 3454

admin@qe2cp.westminster.sch.uk

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications		First Aid certificate
Experience	Experience of working with children and young people (either paid or unpaid).	Experience of supervising special needs pupils in a school environment.
Knowledge	Knowledge of basic Health and Safety and First Aid.	A knowledge and understanding of the welfare and social needs of pupils during the mid-day break.
Skills & Ability	<p>Effective communication and interaction skills.</p> <p>Ability to supervise, organise and engage pupils</p> <p>Ability to manage behaviour in a calm and positive way.</p> <p>Ability to maintain written records.</p>	

The Federation of Westminster Special Schools are committed to equal opportunities, safeguarding and promoting the welfare of children and young people and therefore expect all its staff and volunteers to share this commitment. All appointments are made subject to receipt of a completed application form, satisfactory references and Enhanced DBS.