

## Meals Supervisor Job Description

Greenvale School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be requested to have a DBS check.

Hours of work – 11.45 a.m., in the class to 2:00 p.m daily, during term time.

Meals supervisors are attached to a class group and are therefore a member of the class's staff team. Lunchtime is a part of the educational day and an appropriate learning environment needs to be maintained throughout. Meal supervisors have a participatory role as well as a supervisory role during the lunchtime period. Meals supervisors work under the direction of the class teacher and the Headteacher.

The work with students includes:

1. Implementing Feeding Programmes

These programmes will vary according to the individual needs of the students and will include helping to develop good feeding patterns, developing independence and appropriate socially acceptable behaviour.

2. Implementing Toileting Programmes

These will include changing, assisting when required, supervision of students and good general hygiene practices.

3. Supervision and preparation of Meals Tables

The class staff will advise on student's self-help programmes.

4. Working and Playing with Students

The students have a break split between the playground and the classroom. The teacher will advise on appropriate activities and role for the meals supervisor. Positive and constructive activities should be encouraged with good behaviour at all times.

5. General Duties as required by the Class Teacher

These to be directed. It is the responsibility of the meals supervisor to report any areas of concern to the class teacher whether it is in relation to feeding, behaviour or health matters.

There are 5 staff development days during the year, during which time some relevant training is given.