JOB DESCRIPTION

Meal Time Supervisor

**Responsible to: -** Senior School Administrator

**Hours: -** Monday – Friday 11.45am – 1.45pm (finishing at 1pm on Friday’s during the winter)

**Salary: -** £8.60/hour

**OVERVIEW**

Kisharon School caters for pupils with learning difficulties. Whilst open to all faiths, we have an Orthodox Jewish ethos and our philosophy mirrors the diverse home life of our service users.

We offer our pupils a broad and balanced education, a full range of therapies, training opportunities and support in order to increase their independence and enhance their social and emotional development.

**JOB PURPOSE**

To actively support the pupils in the dining room, playground and throughout the school premises during the lunchtime period to include serving lunch and to help clean the kitchen as required after lunch.

**MAIN RESPONSIBILITIES**

* Supporting pupils whilst they eat their lunch and making sure tables are clean and that water is available.
* Set up and clear away the lunchtime area before and after the lunchtime period.
* Ensure standards for healthy eating and table manners are maintained.
* Report accidents and complete accident form if necessary.
* Support the work of the teaching staff and other kitchen staff.
* Lead the children in the establishment of suitable activities.
* To assist with playground duty and ensure the children are safe and well behaved.

CHILD PROTECTION

* To be fully aware of an understand the duties and responsibilities arising from the Keeping Children Safe in Education 2018 Act, the Children’s’ Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.
* To ensure that the Headteacher/Deputy Headteacher is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

General

* Promote an environment that safeguards and protects pupils and when necessary take responsibility for ensuring the appropriate child protection procedures are followed; Report to senior leadership team any concerns which arise through contact with children in line with the school’s ‘anti bullying’ and ‘child protection’ policies.
* Maintain high professional standards of attendance, punctuality, appearance and conduct
* Ensure positive courteous relations with pupils, parents and colleagues.
* Be responsible for own health and safety and that of colleagues in accordance with the Health and Safety at Work Act (1974) and other relevant directives.
* Contribute to the overall ethos/work/aims of the school.
* Ensure confidentiality is maintained at all times.
* Undertake any such activities deemed suitable by the Head Teacher/Governing Body commensurate with grade and experience
* Ensure own professional competence remains sufficient to provide effective support by seeking support for your practice and development.
* Participate in the School’s Performance Management process and attend whole school meetings when required.
* To attend internal and external, Inset days and staff development and training sessions as required.

**KISHARON SCHOOL IS COMMITTED TO SAFEGUARDING THE WELFARE OF CHILDREN AND VULNERABLE ADULTS AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. ALL APPOINTMENETS ARE SUBJECT TO AN ENHANCED DBS CHECK.**

Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| **Essential Criteria** | **How Identified** | **Desirable Criteria** | **How Identified** |
| **Skills**  Ability to relate well to children  Ability to work constructively as part of a team  Ability to maintain a safe, calm and happy approach | Application form and selection process  Application form and selection process  Application form and selection process |  |  |
| **Knowledge & Understanding**  Working with or caring for children of relevant age  Basic childcare and health and safety knowledge | Application form and selection process  Application form and selection process | Appropriate knowledge of first aid | Application form |
| **Qualifications/Training**  Participate in relevant development and training opportunities | Application form and selection process |  |  |

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