

## Job Description

Service:	Oak Lodge School Barnet Special Education Trust
Location:	Heath View, East Finchley, LONDON N2 0QY
Job Title:	Mealtime Supervisor; Starting salary NJC 7 – 9 according to skills, experience and qualifications
Reports to:	School Business Manager

### 1. Purpose of Job:

To supervise the welfare and safety of students in the dining hall, outside areas and school premises during the school lunch break.

To work as part of a team in liaison and co-operation with class teachers, other mealtime supervisors, kitchen staff, parents and governors.

To work in school dining hall, maintaining a clean and safe environment.

### 2. Key accountabilities/duties/responsibilities:

This list is not exhaustive:

- To supervise the welfare and safety of students in the dining hall, outdoors and school premises during the school lunch break.
- To use appropriate interaction with students and provide opportunities for positive social communication.
- To work closely with staff teams to report any first aid or safeguarding concerns.
- To supervise outdoor areas in all weathers.
- To support lunchtime activities in open classrooms as and when needed.
- To work within our school dining hall to maintain a clean and safe environment and ensuring that the dining rooms are cleaned thoroughly at the end of each service.
- To support students independence by encouraging and facilitating appropriate social interaction at mealtimes, ad supporting with use of cutlery etc.
- To look out for and report any student who is isolated or upset to the appropriate person.
- To report any incident with student to class teacher and complete incident report where appropriate.
- To ensure that all tasks are carried out in compliance with Barnet Special Education Trust Health and Safety Policies.
- To work in accordance with the schools' ethos and policies on equal opportunities, behaviour, discipline and bullying.
- May be the qualified first aider and administer first aid as appropriate after training

### **3. Promotion of Trust Values**

To ensure that customer care is maintained to the agreed standards according to the values of Barnet Special Education Trust.

To ensure that a high level of confidentiality is maintained in all aspects of work.

### **4. Flexibility**

The Mealtime Supervisor will work as part of a team of staff on duty at lunchtimes. Flexibility will be required around dining room cover or supervising outdoors or in classrooms.

This job description is not exhaustive and may change as the post or the needs of the Trust develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

### **5. The Trust's Equality Commitment**

To deliver the Trust's commitment to equality of opportunity in the provision of its services, all staff are expected to promote equality in the work place and in the services the Trust delivers.

## **PERSON SPECIFICATION**

### **Knowledge, Skills & Training**

- Good numeracy and literacy skills.
- Knowledge of special educational needs.
- Knowledge of relevant school policies and procedures such as safeguarding, health and safety, equal opportunities, etc.
- Knowledge of cultural and religious dietary requirements and food allergies
- Willingness to undertake training and attend courses as required, such as first aid, epilepsy training, anaphylaxis, makaton, autism, Scerts etc.

### **Planning and organising skills**

- Planning to ensure the welfare and safety of students throughout the mealtime break
- Planning to ensure that all tasks are completed within strict and given timescales, such as all children have lunch within mealtime break, dining areas ready at set time etc.
- Planning pupils dining times around clubs/groups timetables
- Some pre-planning of social communication activities, such as set activities on certain days

### **Communication and influencing skills**

- Communicate according to students needs, such as SEN, culture, age etc.
- Supervise groups of children and encourage positive social interaction within dining areas and playgrounds
- Encourage and motivate social interaction and communication by modelling good behaviour and using positive language.
- Provide feedback to class teacher/all school staff and complete incident reports/alert forms

### **Initiative and Innovation skills**

Work within and comply with school policies and procedures relating to child protection, prevent duty, health and safety, security, equal opportunities, behaviour, bullying and discipline  
Use of initiative to ensure that school routines are followed, such as entry and exit of playgrounds and dining areas.

Use of initiative in dealing with incidents that arise from ensuring welfare and safety of students at mealtime break, such as minor injuries, incidents, deciding when to call for additional help

Use of initiative in social interactions to promote and motivate good behaviour

### **Supplementary Information**

- The post will involve working in a busy special school for children and young people with complex learning difficulties that may present as challenging and require flexibility in response.
- The job involves ad-hoc cleaning, dealing with spillages, and ensuring the dining room is clean at the end of each service on a daily basis.
- Outdoor supervision is required in all weathers.