

JOB PURPOSE

The post holder will ensure the health and safety of children at lunchtimes under the direction of the appropriate person as identified by the school. To be responsible for promoting and safeguarding the welfare of children and young people within the school.

RESPONSIBILITY FOR (main tasks)

- To supervise the children at all times during lunchtime on the school premises.
- Ensure that the children are behaving appropriately in line with the school's behaviour policy at all times including the dining room, playground and during wet lunch times.
- To engage with the children and ensure that they are active in purposeful and co-operative behaviour throughout the lunchtime period.
- In the event of any spillage take necessary action immediately to avoid possible accidents.
- Set up and put away lunch tables. Clean tables at the end of lunchtime.
- Sweep and mop the dining hall floor at the end of lunchtime.
- To follow the school's policy and procedures on child protection.
- To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
- In the event of any injuries or sickness making sure they are dealt with according to the school's policy.
- To challenge and report any stranger on site.
- Inform the appropriate member of staff in regard to behaviour at lunchtimes this includes positive and negative behaviours.
- Keep the appropriate person informed of any information that may relate to a child's health and safety.
- Ensure that you are a strong, positive role model for the children and other staff.
- Ensure that you are kind, caring and happy.
- Other tasks as may be reasonably delegated to the post by the Head Teacher

RESPONSIBILITY TO (accountability)

- Work under the direction of the Head Teacher and Leadership Team
- Report to the Midday Supervisor for day-to-day matters
- Work within the ethos of the school, upholding its policies, values and vision at all times whether in or out of the school itself and ensure that any actions in public always reflect the high moral standing and reputation of the school



KEY WORKING RELATIONSHIPS (internal and external)

- Form and maintain effective relationships with the midday staff and teachers as necessary, establishing good communication for efficient transitions at the beginning and end of lunchtimes
- Report on a daily basis to the Midday Supervisor informing them of any needs as they arise
- Provide necessary care to pupils, including personal care where appropriate
- Build, maintain and model appropriate respectful relationships when interacting with pupils

Name of Post Holder:	
Signature:	
Date:	