

GRANTA SCHOOL

JOB DESCRIPTION

This School is committed to safeguarding and the welfare of children and young people and expects all staff to share in this commitment.

Post Title: MIDDAY SUPERVISOR

Responsible to: Cook.

Purpose of the Job: To ensure the security and care of the pupils of the school and to promote their social development during the lunch time period.
The balance between kitchen, hall and playground duties below will vary depending on your skills and the needs of the school.

MAIN DUTIES AND RESPONSIBILITIES:

1. To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and emotional well-being of pupils and the maintenance of good order and discipline.
2. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed first aid procedures.
3. To maintain a good, purposeful atmosphere and team spirit.
4. To actively contribute to the promotion of pupil safety and wellbeing

Dining Hall

4. Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
5. To organise dinner queue and entrance of pupils into dining hall and from dining hall to playground ensuring good behaviour and calm atmosphere. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report, as appropriate, incidents to Line Manager.
6. To encourage all pupils to eat and to assist children with cutting up of food, pouring of water etc. where necessary. To feed children who cannot feed themselves. To sit at an allocated table and become part of the children's happy lunchtime experience.
7. To encourage social skills and good table manners, ensuring safety with knives and forks.
8. To clean up spillages of food and to organise clearing cutlery and crockery off tables.

Kitchen Support

Under the direction of the head cook to occasionally assist with serving and clearing duties

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Playground

9. Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
10. Check on any strangers who may enter the school grounds and report any concerns in accordance with school procedures.
11. Assist with personal care and toilet training programmes.
12. To engage pupils in play activities and encourage social interaction
13. To engage with relevant training as provided by the school including child protection, safe intervention, learning through play and individual feeding plans.
14. To carry out duties and requirements as prescribed by school policy.
15. To report any concerns or worries about pupil welfare without delay to the school's designated child protection officers.
16. To participate fully in the school's appraisal procedures as relevant to the role.