



LIONEL WALDEN PRIMARY SCHOOL

"Putting children first. Progress through partnership"

Headteacher - Mr Steve Abey

High St, Doddington, March, Cambridgeshire. PE15 0TF
Tel: 01354 740405 Email: office@lionelwalden.cambs.sch.uk
Website: www.lionelwalden.cambs.sch.uk

Position: Midday Supervisor

Lionel Walden is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Responsible to: **Senior Leadership Team**

Purpose of the job: **To ensure the safety and care of the pupils of the school and to promote their social development during the lunchtime period.**

Main Duties and Responsibilities

- To ensure that all safeguarding procedures and policies are adhered to including:-
 - Child Protection;
 - Health and Safety (including First Aid and Risk Assessments);
 - Positive Behaviour Management and Anti-Bullying.
- To supervise pupils, during the lunch period, in the dining hall, on the playground and within the school premises, ensuring their safety, welfare, physical and mental well-being.
- To monitor the behaviour of pupils, discouraging in a positive way any anti-social behaviour, and reporting any incidents to the Midday Co-ordinator as appropriate.
- To ensure the safety and well-being of children, providing emotional support where necessary.
- To arrange and supervise appropriate activities under the direction of the Midday Co-ordinator.
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
- To follow and model the School's Code of Conduct ensuring positive relationships are maintained with all pupils, parents and staff members.

Dining Hall

- Before pupils enter the dining hall, to ensure those pupils have visited the toilet and washed their hands where appropriate.
- To organise the dinner queue and entrance of pupils into the dining hall and from the dining hall to the playground, ensuring good behaviour and a calm atmosphere. To deal with any misbehaviour that may occur in accordance with the school's Behaviour Policy. Report, as appropriate, incidents to the Midday Co-ordinator.
- To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water, etc. where necessary and to report any concerns to the Midday Co-ordinator.



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- To encourage social skills and good table manners, ensuring safety with knives and forks.
- To clean up spillages of food and to organise clearing away of cutlery and crockery from tables.
- To assist in the getting out and putting away of dining tables and chairs.

Playground

- Where appropriate, to collect pupils from the classroom ensuring that they are adequately dressed for the weather conditions.
- To supervise and control entrance and exit to school premises by pupils during lunch break.
- To circulate individually around the playground area (and field if in use) scanning children and intervening, where appropriate, to promote safety and good order.
- To encourage respectful and safe play, actively prompting healthy and enjoyable lunchbreaks
- To lead or teach playtime games, where necessary, to promote active and healthy breaktimes.

Pre-School

- To monitor and supervise lunches, when needed, in Pre-School to ensure correct ratios are adhered to.

School Premises

- To supervise pupils on the school premises in the hall, classrooms, and through corridors, when they are not allowed outside because of inclement weather.
- To ensure that, when classrooms are used during the midday break because of inclement weather, the children are quietly occupied and that the classroom is left tidy and ready for afternoon school.
- To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Midday Co-ordinator.

Health and Safety Responsibilities

All employees will ensure that they;

- Take care of their own safety and that of others.
- Ensure that products, plant, equipment, vehicles and buildings are not damaged.
- Comply with health and safety procedures and instructions.
- Will not neglect, misuse, damage anything provided in the interest of health and safety.

Other Duties

- Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable them to work competently and safely.