‘From Ducklings to Swans:

Soaring to Success.’



**Sholden Church of England Primary School - Job Description:**

**KR 3 – Current FTE £19,293 – Hours 6 hours 40 minutes per week**

Midday Meals and Role: MDMS Activities

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| **JOB PURPOSE** |
| To engage the children at lunchtimes in outside sporting and / or play activities; (weather dependent). |

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| **Designation of post within management structure** |
| Responsible to the Class Teacher and line managed by the Headteacher. |

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| **Main Duties and Responsibilities** |
| Supervise the pupils during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety.  Provide outside sporting and/or play activities for children with an age range of Year R to Year 6. |
| **Outline of Main Duties: Lunch duty**   1. Provide high quality sporting games, play activities and or creative activities 2. To broaden the range of sports and activities on offer to the children 3. To patrol and supervise play areas to ensure safety of children 4. Follow the school’s first aid procedures and respond to incidents quickly and safely 5. Mediate and help to resolve any conflicts which occur 6. Actively participate in games and activities with the children 7. To ensure pupils are kept safe and that behaviour is appropriate and in line with the school’s rules. 8. To initiate play by starting games with children. 9. To talk, listen to and encourage pupils during their lunch and playtimes – promoting the school’s rules and ethos. 10. To adhere to Child Protection Policy and other safeguarding school policies e.g. behaviour, SEN, health & safety. 11. To report any behaviour, emotional or social concerns to a class teacher / Headteacher on the same day and complete the school’s CPOMS form in the case of more serious behaviours 12. Maintain the highest standards of confidentiality   ***Additional in the event of a MDMS being absent you will be asked to***   * Help put out tables (where applicable), and set up hall/room in time for the mealtime period to ensure there are sufficient settings for the number of pupils eating that day. * Ensure pupils enter the dining room and library in a safe and orderly fashion. * Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils. This may mean, checking that pupils have or are provided with a drink and/or that sufficient amounts of their meal has been eaten. * Assist the pupils, as necessary, during the meal break to ensure their wellbeing. (This may include helping with spillages, cutting up food and caring for pupils’ personal needs.) * Ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment and to free up space for any further sittings where applicable. * Ensure once meals are finished that the dining area is cleared of rubbish etc and tables in library wiped down, etc. * Assist in collecting pupils from collection point and escort to hall/classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable. * To lead Grace where appropriate before pupils eat lunch.   **Wider Duties**   * To comply with policies and procedures relating to child protection, health and safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person. * To contribute to the overall aims and targets of the school, support the roles of other members of staff and attend relevant meetings as required. * To be aware of and take part in the school’s annual appraisal cycle and participate in training and development activities as required. * To attend training where relevant including first aid training, safeguarding etc. |