**WROTHAM ROAD PRIMARY SCHOOL : JOB DESCRIPTION**

**POST : MIDDAY SUPERVISOR**

**GENERAL DUTIES**

To supervise and care for the children during the lunch break ensuring their safety and welfare and helping them to develop good eating habits and consideration for others.

To work together as part of a team to ensure consistency and effectiveness.

To speak confidently to the headteacher, Deputy Headteacher or Inclusions Manager, who are the Child Protection Co-ordinators, if there are concerns about the welfare of any child.

To report back to the Deputy Headteacher or class teacher if there have been problems with any child or to the Headteacher if it is a more serious or repeated problem.

To undertake any activities that have been put in place and requested by the Play Leaders.

To play games with the children, initiating and supervising activities.

**CANTEEN: Main duties**

To assist with laying up places and pouring drinks.

To follow the established procedures in directing children to collect food and return trays, cutlery and beakers.

To help children with skills such as cutting food, using cutlery correctly and eating properly.

To help children with lunchboxes to manage their food – for example, unscrewing drink flasks and opening food packaging.

To ensure packed lunches are orderly at the end of lunchtimes for parents to collect after school.

Be aware of, and comply with, policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person.

Responsible for promoting and safeguarding the welfare of children and young people.

**PLAYGROUND (OR CLASSROOM IF WET): Main duties**

To help children develop good social skills, playing games and taking turns and caring for each other.

To be actively involved in the children’s play – leading and organising games and activities.

To collect the younger children from their classrooms and lead them in an orderly fashion into the playground or canteen, ensuring that they are not left unsupervised.

To ensure the safety of younger children returning to the infant playground.

To deal with minor first aid matters and to report more serious ones to the Headteacher, Deputy or one of the designated First Aiders.