

**Core Purpose**

To ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and in play activities.  
Responsible for the health, safety, conduct and well being of all pupils and in particular those in the class allocated under the duty rota.  
To ensure the smooth running of meal arrangements by anticipating and dealing with problems and promoting constructive play ideas with pupils.

**Core Responsibilities****Support for Pupils:**

At mealtime:

- Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
- Support pupils in meal arrangements.
- Teach games to the pupils.
- Ensure that the pupils wash and dry their hands.
- Ensure that the pupils move through the school quietly and behave in an orderly way in the dining hall.
- Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal.
- Pour water for the pupils. Ensure that pupils eat their meal in an acceptable way – talking quietly to pupils either side of them.
- Encourage pupils to be independent in clearing away after a meal.
- Teach the pupils to keep the floor clean.
- Promote a learning environment within the ethos of the school.
- Establish constructive relationships with pupils and interact with them according to individual needs.

**At Playtime:**

- Ensure pupils are dressed appropriately for the weather (checking coats are fastened).
- Make sure that toilets are used sensibly.
- Ensure that pupils are not in the building when they should be outside.
- Teach games and implement good behaviour in the playground whilst adhering to the appropriate policy.
- Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch.
- Ensure that everyone (adults and pupils) is treated with respect and that equality of opportunity is given to all.

**Communication:**

- To recognise and report on child protection issues according to school policy.
- Communicate any general concerns to the class teacher at the end of the lunchtime.

### **Support for the School:**

- Prepare, maintain and use resources required to meet requirements and assist pupils in their use.
- Ensure the pupils are always supervised, arrive punctually to their classroom and the area is tidied up each day.
- Ensure the playground equipment is used and stored properly.
- Be punctual and reliable.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Be responsible for their own health and safety, as well as that of colleagues and pupils.
- Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

### **Person specification**

- Ability to demonstrate a flexible approach to work.
- Ability to offer reliability and punctuality.
- Ability to keep calm under pressure or during unexpected circumstances.
- Ability to demonstrate common sense and initiative.
- Ability to be firm but fair at all times.
- Willingness to participate in in-house training for the role.
- Willingness to maintain confidentiality on all school matters.
- Willingness to work in all weathers.
- To abide by school policies and procedures, including all equalities procedures.
- To undertake any other duties appropriate to the nature of the post and the skills of the postholder that may be required.
- The post holder must at all times carry out his/her responsibilities with due regard to the school's Health & Safety Policy

**Responsible to:** Welfare Team Leader

**Salary Range:** Scale 2, Point 3/12 hours per week

**Start Date:** ASAP