



is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Midday Role Job Description**

**Responsible To:** Midday Co-ordinator

**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.

**Salary Scale:** SCP 8-10

#### **Job Description**

- To supervise the pupils during the lunch period, in the dining hall, playground areas and school premises, ensuring safety, welfare and general well-being of the pupils and the maintenance of good order and discipline
- To report to the school office at the beginning of the lunch period to receive any instructions with regard to duties
- There may be a need to set up the benches as a waiting area and the tables for coats in the school hall in Key Stage 2
- To monitor the behaviour of pupils, discouraging in a positive way any anti-social behaviour and reporting any incidents to the Play Leader/Midday Co-ordinator
- To ensure the safety and well-being of the children by providing emotional support where necessary
- To ensure that all pupils who suffer any injury/accident or illness are dealt with appropriately in accordance with the school's agreed procedures

#### **Dining Hall**

- To organise the dinner queue and entrance of pupils into the dining hall (KS1/KS2), 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
- To encourage all children to eat and to assist any children with special needs with cutting up food, pouring water, etc, where necessary
- To encourage good social skills and good table manners at all times
- To liaise with class teachers and midday co-ordinator where necessary, reporting incidents or giving/receiving information
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

**This job description will be reviewed annually and may be amended according to changing requirements.**

**Variation Clause:**

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Head teacher in consultation with the post holder
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the school's management reserves the right to make changes to the job description following consultation.

**Flexibility Clause:**

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.

**Name:**

Signed:

Date: