CALTON PRIMARY SCHOOL

DINING AND OPAL PLAY PARTNERS

Grade:	3/C
Responsible to:	or OPAL Play Leader Business Manager
Liaises with:	Other staff as appropriate

Job purpose and Scope
To supervise children during their lunchtime break, ensuring that the children eat meals safely, behave appropriately and encourage play. The post holder will be required to exercise his/her skills and judgment to carry out the duties as set out below.

JOB DESCRIPTION

Main duties and responsibilities

- Ensure that pupils having a school lunch are in the dining hall at the correct time
- Ensure that you are familiar with the latest pupil information notices by reading (daily) the LTS Weekly folder & Communications Folder
- Inform the class allocated LTS with any information that the class teacher should be made aware of
- Help younger pupils at the server counter, encourage the proper use of cutlery and help them cut up their food when necessary
- Assist pupils with the return of used plates, cutlery and beakers
- Where appropriate, ensure that the dining area and tables are kept clean at all times and are ready for the next sitting.
- Supervise pupils eating food brought from home
- Report any concerns you may have regarding a pupils diet to the SLTS
- Take charge of an area of the playground or classroom (depending on the weather) as per the termly rota.
- Encourage/initiate/engage in constructive play opportunities for children when required whilst promoting the inclusion of all pupils
- Ensure that children remain within a safe environment and that they play safely
- Help children acquire social skills
- Attend to minor accidents sustained during the midday break and seek appropriate assistance if necessary
- Attend to any pupil who becomes ill during the midday break and seek appropriate assistance
- To attend agreed Lunchtime Supervisors' team meetings and training sessions when required

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING	
• Good standard of Literacy and Numeracy	• Paediatric Level 3 First Aid qualification
EXPERIENCE	
• Working as part of a team • To be able to communicate effectively at all levels • Experience of supervising children as a parent or carer. • Knowledge of safeguarding and keeping children safe	• Experience of working with groups of children on a voluntary or paid basis.
SKILLS AND ABILITIES	
• Discretion and confidentiality • Ability to work to own initiative • Willingness to partake in further training. • Flexible and adaptable. • High expectations. • Be reliable and have excellent organisational and time management skills • Ability to work flexibly as part of a team • To be friendly, approachable • Able to follow plans • Able to foster good relationships with children • Able to establish positive relationships with pupils and empathise with their needs	

EMPLOYEE EXPECTATIONS

- Maintain the school's vision 'Confident People Shining' and the values that underpin it.
- Must be aware of and comply with policies and procedures relating to Safeguarding and Child Protection, General Data Protection Regulations and confidentiality reporting all concerns to an appropriate person
- Must carry out all duties in accordance with the school's Health and Safety Policy
- Adhere to the School's Code of Conduct and Staff Handbook.
- To assist in the promotion of the school to different members and audiences and raising the school profile in the local community.
- Participate in training and other learning activities required and to participate in appraisal and professional development
- To contribute to the professional development of other support staff
- Undertake other similar duties and activities that fall within the grade and role as other duties may be reasonably required by the Head Teacher
- To maintain professional relationships with all staff
- The school undertakes to provide an annual system of Performance Management.

By providing your signature below you are agreeing to uphold the standards in this document relating to job description, person specification and employee expectations:	
Signed	

Name	
Date	