**DINING AND OPAL PLAY PARTNERS**

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| **Grade:**  | 2 |
| **Responsible to:**  | Garnet Lead or OPAL Play Lead |
| **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 Garnet Lead
* 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**

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| **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS AND TRAINING** |
| * Good standard of Literacy and Numeracy
 | * Paediatric Level 3 First Aid qualification
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| **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.
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| **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
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**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.