



Job Description: Eagle Play Mentor: Lunchtime (Mid-day Supervisory Assistant MSA)

Location: St John's Church of England Primary School Watford.

Pay grade: H1

Purpose of the role: To be part of the team supervising and assisting children during lunchtime - while they eat and play - ensuring the maintenance of a safe and positive learning environment that promotes the school's Christian ethos with all children behaving in an appropriate manner.

General Duties:

The general duties of our Eagle Play Mentors at Lunchtime are to set up for lunch and then supervise pupils during the whole of their lunchtime break (eating and playing) sustaining the pupils welfare and safety throughout.

Responsibilities:

1. Organisation of the entry of the pupils into the dining room.
2. To provide a positive environment for all by implementing the School Behaviour Policy.
3. To ensure that health and safety standards are maintained at all times.
4. To ensure effective supervision of all pupils in all parts of the school.
5. Attend to, record and make appropriate decisions concerning first aid incidents and illness to ensure maximum safety for the children during lunchtime. Check, monitor and resolve health and welfare issues, and where necessary refer these to appropriate members of staff.
6. Set-up and clear away all dining equipment, clean up any spillages of food and drink, sweep the floors once they have been cleared and ensure that the dining areas are ready for use as required.
7. To ensure quality provision of resources - including play equipment and organised games - during the lunchtime period and to organise the lunchtime period and coordinate duties with colleagues to ensure an appropriate balance of dining and recreation time for children.
8. Liaise with teaching staff to share information, concerns and issues regarding children to ensure that there is continuity in helping to resolve any issues or problems throughout the school.
9. To carry out the duties and responsibilities of the post, in accordance with the

school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.

10. To follow school policies to promote the safeguarding of children.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of our pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the performance management and development process.

The duties and responsibilities listed above describe the post as it is at present. The postholder is expected to accept any reasonable alterations that may from time to time be necessary.