

Oakdale Infants' School

Woodville Road
South Woodford
London E18 1JU



Learning together

Oakdale Junior School

Oakdale Road
South Woodford
London E18 1JX

JOB DESCRIPTION

JOB PURPOSE

Under the direction of the Assistant Headteacher and Midday Supervisor act as part of a team involved in the supervision of pupils throughout the lunch period, ensuring their health, safety, welfare and good conduct. 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.

MAIN TASKS

- Ensure pupils are enjoying their lunch break.
- Involve pupils in outside/inside activities.
- Assist in the dining area and encourage pupils to eat their chosen meal or packed lunch.
- To be a lead member of staff to help include children who have a physical or medical difficulty in play /social activities
- To be available to assist children who have medical/ physical challenges with personal care/independence needs

JOB ACTIVITIES

- To understand and comply with the Council's Equal Opportunities Policy.
- To understand and comply with Health and Safety regulations.
- To assist in maintaining discipline, deal with minor matters, report serious incidents to the Assistant Headteacher.
- To be responsible for a group of pupils throughout the lunch period.
- To encourage good eating practices; assist by cutting up food for younger age groups.
- To administer simple first aid; be aware of whom the School's First Aid Officers are.
- To deal with minor accidents e.g. food spillages on floors and children, also sickness and younger pupils' accidents with toileting.
- To approach visitors entering school premises.

SKILLS

Ability to:

- Maintain confidentiality.
- Work as part of a team.
- Be flexible.
- Deal sensitively and calmly with children, who may be upset or unwell.
- Demonstrate sensitivity and tact in contentious situations.

Executive Head Teacher: Mr Danvir Visvanathan

Head of School: Mrs Louise Ditchburn

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Head of School: Miss Carley Smith

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