

Job Description

Job Title	Midday Assistant
Hours	11.50am - 1.10pm, 5 days a week (term time only - 35 weeks)
Reports to	Senior Midday Assistant, Head of Learning Support (HofLS)
Liaison with	Midday Assistant team, School Staff & Pupils
Job Purpose	Acting as part of a team, to take care and control of the children on the school premises during the lunchtime period
Principal Accountabilities	<ul style="list-style-type: none"> • To maintain the safety, welfare and good conduct of the pupils during the midday break period
Duties	<ul style="list-style-type: none"> • You will be allocated a section daily to supervise which may be in the dining hall, outside in the playgrounds or indoor during wet play. • In the dining hall, to assist children in selecting their meal, ensuring they are sitting in an appropriate place, encouraging consumption and monitor behaviour. • Communicating with other Midday Assistants to call down next class to dining hall • Playground supervision of pupils, promoting positive behaviour, safe play and enforcing any sanctions • To administer basic first aid as required • To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed • To provide pastoral care and routine advice & guidance to pupils as appropriate • Where necessary to lead games/activities with the children • To alert Senior Midday Assistant or HofLS any concerns regarding a child or group of children
General	<ul style="list-style-type: none"> • To attend relevant training and meetings as required. • To respect confidentiality at all times. • To understand and apply school policies in relation to health & safety, welfare, child protection, safeguarding and behaviour of pupils. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post holder may also be required as directed by the Headteacher to carry out other duties, deemed appropriate within the context of the job, skills and grade