



Education Midday / School Club Team

JOB TITLE:	Midday Assistant
REPORTS TO:	Midday Supervisor
SUPERVISES:	Not Applicable
BAND:	Essex Scale 2
JOB PURPOSE:	

To implement the School Lunchtime and Behaviour policies, ensuring the security, safety, welfare and good conduct of pupils during the midday break.

CORPORATE ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunities Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

PRINCIPAL ACCOUNTABILITIES

- To supervise pupils in the dining hall (including supervising pupils collect, eat and clear away their meals), playground, field area and school premises.
- To ensure the care of pupils who are injured or unwell.
- Ensure that pupils play together positively and co-operatively with good behaviour.
- Giving comfort to distressed pupils.
- To uphold the School's Behaviour Policy, including treating pupils with respect and consideration.
- To supervise physical activities for pupils in playground areas.
- To work with, and support, the kitchen staff to ensure a smooth and professional midday service is provided.

At the discretion of the Midday Supervisor, such other activities as may be agreed consistent with the nature of the job described above.