

MIDDAY ASSISTANT

JOB TITLE: Midday Assistant

REPORTS TO: Midday Supervisor

GRADE: Pay band 1

SUPERVISES: Not Applicable

JOB PURPOSE:

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

KEY ACCOUNTABILITIES:

- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
- To maintain awareness of and commitment to the School's Equal Opportunity 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 as 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 RESPONSIBILITIES/DUTIES

- 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.