

# Colnbrook School

*“Working Together... Achieving Together...Aiming Higher”*

A Specialist Primary School for Children with Learning Difficulties, Autism and Speech & Language Difficulties



Head Teacher: Caroline Aplin

**TITLE OF JOB : MIDDAY LEARNING ASSISTANT**  
**GRADE : HA (actual salary approx. £4,828 per annum)**  
**LINE MANAGER : Assistant Headteacher**

## 1. PURPOSE OF YOUR JOB

To support the school during lunchtime as a Midday Learning Assistant.

## 2. MAIN AREAS OF RESPONSIBILITY

- To supervise children during a variety of activities and in a range of areas around the school e.g. the hall, classroom, playground, during lunch.
- Support children’s learning in the classroom – develop your understanding and knowledge of the Colnbrook Meadow Curriculum.
- Supervise the children when they are in the dining room eating lunch, for example helping with cutting food, opening packets, choosing what they want to eat, carrying lunch trays and encouraging their independence in doing these tasks.
- Clear up the dining area for your allocated class after the lunch break including clearing any food and wrapping left on the tables, wiping the tables and sweeping the floor and returning plates, cutlery and trays to the kitchen staff. Support other class areas if necessary if their MLA is absent.
- Supervise and provide individual and group support for children with a wide range of special educational needs.
- Attend to children’s personal needs, including social, health, hygiene, intimate care, first-aid and welfare matters, in line with school policy.
- To adhere to school policies and procedures including safeguarding.

## 3. ORGANISATION

To work as a member of the Midday Learning Assistant Team and report to the Assistant Headteacher.

**Colnbrook School**

Hayling Road, South Oxhey, Watford. WD19 7UY Tel: 0208 428 1281

e-mail: [admin@colnbrook.herts.sch.uk](mailto:admin@colnbrook.herts.sch.uk) website: [www.colnbrook.herts.sch.uk](http://www.colnbrook.herts.sch.uk)

#### **4. JOB CONTEXT**

Working with classroom staff to ensure that the school lunch breaks start and finish on time, so that classroom staff have a break and children are safely supervised.

#### **5. CONTACTS**

- Midday Learning Assistants and other teaching and support staff
- Children with special educational needs.
- Catering staff

#### **6. KNOWLEDGE, EXPERIENCE AND TRAINING**

- Experience of working in an environment where there are children and young people would be desirable, but not essential.
- Knowledge of basic hygiene procedures.  
There is some online training to complete as part of staff induction, as well as staff communications being via email. Therefore, computer literacy is needed for this role.

#### **7. PROBLEMS AND DECISIONS**

- Sometimes children may display difficult behaviour, which is to be reported to the Class Teacher, LSA or Assistant Headteacher and recorded appropriately.
- Occasionally a child may feel unwell during lunch and need help. This should also be reported to the Class Teacher, LSA or Assistant Headteacher or if medical advice is required, reported to a First Aider.

#### **8. WORKING ENVIRONMENT**

This work is done both indoors and outdoors.

#### **9. ADDITIONAL INFORMATION**

Information about individual children can be found in their pen pictures and behaviour plans in the class folder.

---

**It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.**

Written: April 2026

**Colnbrook School**

Hayling Road, South Oxhey, Watford. WD19 7UY Tel: 0208 428 1281

e-mail: [admin@colnbrook.herts.sch.uk](mailto:admin@colnbrook.herts.sch.uk) website: [www.colnbrook.herts.sch.uk](http://www.colnbrook.herts.sch.uk)