

<b>Job title:</b>	<b>Midday Assistant</b>
<b>School:</b>	<b>Brook House Primary</b>
<b>Responsible to</b>	<b>Senior Midday Assistant / Deputy Headteacher</b>
<b>Location:</b>	<b>Tottenham, London</b>
<b>Salary:</b>	<b>Grade 1, scp 2 - 3 £5079 - £5,151 per annum, pro rata</b>
<b>Contract type:</b>	<b>Permanent</b>

## Core duties

Under the direction of the midday supervisor and DHT of the School, to effectively supervise pupils during the lunch period, providing a continuous presence. To ensure the safety, welfare and conduct of pupils in accordance with school policy. To engage with children in play and ensure playground equipment is used safely and appropriately.

## General responsibilities

- To be responsible for supervising a group of pupils in the dining hall and others parts of the school during the lunch period, helping to organise the dining area and playground space appropriately.
- To be aware of pupils on special or restricted diets for medical reasons from information provided.
- To encourage children to eat their meal and assist with cutting up food, pouring liquids, etc where necessary, paying particular attention to those with special needs or disabilities.

## Specific duties

- To promote the school behaviour policy, assisting with maintaining discipline and supporting children to resolving conflicts in a positive way.
- To deal with incidents of misbehaviour by appropriate intervention and report serious incidents to the senior midday supervisor/duty teacher/head of school as appropriate.
- To assist in the dining area and encourage good eating practices, ensuring safety with cutlery and courtesy towards servers and monitors.
- To deal promptly with minor incidents, eg cleaning up food spillages, pupils' accidents with toileting and changing clothes.
- To tend to pupils who are sick or injured in accordance with the school's
- accident/injuries procedures, administering initial first aid and reporting serious injuries to the named first aider and/or midday supervisor/extended services manager/ head of school as appropriate.
- To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures.

- To assist with both inside and outside play activities encouraging all children to take part, to co-operate and show respect for others.
- To ensure that pupils keep out of areas that are out of bounds and don't leave the school premises. To be aware of security procedures with regards to entrance and exits and to approach visitors and direct them to the appropriate contact person.
- To take a lead on engaging in play with children and ensuring equipment is safe for use, reporting concerns of equipment suitability to the appropriate leading officer at the school. To ensure children use equipment safely and appropriately, providing guidance when necessary.
- To be aware of responsibilities under safeguarding procedures and report any concerns to a senior supervisor or the Senior Leadership Team.
- To take part in the school's performance management framework for support staff and participate in training and development activities as required.
- In addition to the specific responsibilities of the post, as a member of the support team, the post holder will be expected to assist with other tasks of a similar nature, appropriate to the grade, as directed by the head of school.

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This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

**Appointed Candidate's Name:**

**Date of Appointment:**

**Signature of Appointee:**

By signing this job description, you are agreeing to its content and context at the date of signing. Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.