



Job Description

Job Title	Midday Assistant
Grade	Scale 2 Point 3-4
Reports to	Senior Midday Assistant/Headteacher
Responsible for	Not Applicable
Liaison with	Pupils, Senior Midday Assistant, Headteacher, Teaching staff Catering and Caretaking Staff
Job Purpose	To work as part of a team to ensure the care, safety and supervision of pupils during the midday break, both in the dinning areas and on the playground, promoting a positive and inclusive lunchtime environment.
Principal Accountabilities	To be accountable for ensuring the safety, wellbeing and good conduct of pupils during the lunch period by supervising dining and play areas, encouraging positive behaviour and social interaction and maintaining a clean and safe environment.
Duties and Responsibilities	<p>Supporting Pupils During Lunchtime</p> <ul style="list-style-type: none"> To assist children in selecting their meal and sitting in an appropriate place in the dining hall or sandwich room. To assist children with eating their meal if required. To provide pastoral care, guidance and routine advice to pupils as appropriate. To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children. <p>Maintaining a Clean and Safe Lunchtime Environment</p> <ul style="list-style-type: none"> To clear tables when meals are finished and clear up any associated spillages. To ensure the dining areas are left clean, tidy and safe for all pupils and staff. <p>Promoting Positive Behaviour and Play</p> <ul style="list-style-type: none"> To enforce the necessary sanctions for maintaining good order in line with the school's behaviour policy. Where necessary and appropriate, lead games and activities with the children to encourage positive play and social interaction. <p>Health, Safety and Record Keeping</p> <ul style="list-style-type: none"> To administer basic first aid as required. To keep daily records of first aid administered, behaviour incidents, and sanctions employed, together with any other relevant records as needed.
General	<ul style="list-style-type: none"> To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager. Attend relevant training and take personal responsibility for own CPD. Attend relevant school meetings as required. To respect confidentiality at all times. To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils. To comply with individual responsibilities, in accordance with the role, for

	<p>health & safety in the workplace.</p> <ul style="list-style-type: none">• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.• The Trust Board are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
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