



Pinehurst Primary School Job Description: MDA

'Experience, Excel and Enjoy'

Role Title	Midday Assistant
Grade	2 SCP 3
School	Pinehurst Primary School
Main purpose of the role	
Take care of and control all pupils on the school premises during the midday break, maintaining safety, welfare and good behaviour.	
Core responsibilities and tasks	
<ol style="list-style-type: none">1. Supervise and assist pupils taking lunch.2. Clear tables when meals are finished.3. Supervise and control the behaviour of pupils whilst they eat meals and in the playground.4. Enforce sanctions for maintaining behaviour.5. Administer basic immediate first aid.6. Record incidents /actions.7. Provide general pastoral support, guidance and routine advice to pupils.8. Lead games and activities.9. Promote active, purposeful and co-operative behaviour/activity.10. Alert senior staff of any concerns regarding individuals/ groups.11. Be able to apply emergency procedures e.g. fire.12. Supervise children in designated areas inside the school during bad weather.13. Challenge and report strangers on site.	

14. Take reasonable overview/precautions/actions to preserve pupils health and safety

Knowledge, skills and experience

- Completed a common core programme of induction for working with children

Additional Information