

## MID DAY ASSISTANT JOB DESCRIPTION

<b>Job Title</b>	Midday Assistant
<b>Grade</b>	Band 1
<b>Reports to</b>	Lunchtime Team Leader/Headteacher
<b>Responsible for</b>	Not Applicable
<b>Liaison with</b>	Children Lunchtime team leader. Headteacher Teaching staff Catering And Caretaking Staff
<b>Job Purpose</b>	Acting as part of a team, to take care of and be responsible for all the children on the school premises during the lunchtime break between the morning and afternoon teaching sessions.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>To maintain the safety, welfare and good conduct of the pupils during the midday break</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>To assist children in selecting their meal and sitting in an appropriate place in the dining hall.</li> <li>To assist children with eating their meal if applicable.</li> <li>To clear tables when meals are finished and clear up any associated spillages.</li> <li>To follow the whole school behaviour policy, including the lunchtime code and playground rules, and implement the appropriate consequences as necessary.</li> <li>To administer basic first aid as required.</li> <li>To keep daily records of first aid administered, behaviour and actions taken, together with any other relevant records that may be needed.</li> <li>To provide pastoral care, guidance and routine advice to pupils as appropriate.</li> <li>To lead games and activities with the children.</li> <li>To alert Lunchtime team leader and/or the Headteacher of any concerns regarding an individual child or group of children</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>To attend relevant training and meetings as required.</li> <li>To respect confidentiality at all times.</li> <li>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.</li> <li>To understand and apply school policies particularly child protection, health &amp; safety, behaviour and staff policies such as code of conduct.</li> <li>To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>Ensure that all duties and services provided are in</li> </ul>

	<p>accordance with the School's Equal Opportunities Policy.</p> <ul style="list-style-type: none"> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> <li>• Any other duties required by the Headteacher.</li> </ul>
--	---