



JOB DESCRIPTION: Midday Assistant

PURPOSE OF JOB

The Midday Assistant will work as part of a team to help with:

- The supervision of pupils (taking care of their well-being and safety) throughout the midday break;
- Maintaining appropriate pupil behaviour and conduct;
- Developing pupils' eating skills and to provide direct support where appropriate.
- Maintaining the positive ethos and core values of the school.

RESPONSIBILITIES

- Each Midday Assistant will be allocated areas for which they will be responsible each day. These could vary. The main areas of responsibility will be the dining hall, playground/field or other areas of the school used during the dinner break, including where the children wait or queue for their meal.
- A good standard of pupil behaviour is expected and it is important that this is maintained throughout the dining period as it should be a pleasant experience for all concerned.
- All matters involving child protection must be reported immediately to the Designated Safeguarding Lead or the Headteacher.

The Midday Assistant will:

- Respond and relate to pupils in a manner that is appropriate to their needs and in line with the philosophy and values of the school;
- Establish good relationships with pupils, acting as a role-model and being aware of, and responding appropriately to, individual needs;
- Encourage children to interact with others, engage in activities and act independently as appropriate;
- Liaise with other school staff on matters relating to the effective performance of their roles, keeping them informed of any problems related to specific or general pupil behaviour;
- Maintain a visible presence within working areas (dining room, playground/field, cloakroom, corridors) and immediately report any incidents or situations discovered (e.g. accidents, injuries, strangers without visitors' badges) to any senior member of staff.
- Understand and comply with health & safety regulations and procedures.

SPECIFIC DUTIES

These will vary according to the assigning of roles by the Midday Supervisor.

The Midday Assistant should ensure that:

- Pupils wash their hands before they eat;
- Pupils are escorted to and from the dining area as necessary;
- Pupils having a school dinner (or packed lunch) are in the dining hall at the correct time;
- Younger pupils are supported with cutting up their food when necessary;
- Supervision of the salad bar is done with children encouraged to make choices of what is available;
- Children understand the procedure for the return of used trays, plates and cutlery and that the table is clear when they leave to do this;
- Tables are wiped throughout service to enable the next pupil sitting at a table the opportunity to eat in a clean environment;
- Supervision is done of pupils eating packed lunches to ensure that children are eating what has been prepared by their parents;
- Reporting is done to the Midday Supervisor of any child whose diet / eating habits are a cause for concern;
- Spillages are cleaned up promptly;
- Groups of children in the playground (or the classroom during wet lunch) are supervised appropriately;
- They devise and initiate play opportunities for children when required;
- Children remain within a safe environment and that they play safely;
- They help children acquire social skills by actively promoting manners and appropriate good hygiene habits;
- They attend to minor accidents and illness sustained during the midday break and seek appropriate assistance if necessary;
- Reporting to the Midday Supervisor is done of any acts which constitute serious infringements of the school rules;
- They liaise effectively and professionally with staff, teachers and parents as required;
- Supervision is done of the use of wet-play materials and equipment in classrooms (as agreed with class teachers) on days when it is deemed too wet for the children to stay outside;
- They attend training as required;
- They complete other duties relevant to this role as directed by the Midday Supervisor or Headteacher / Deputy Headteacher.

ALL MIDDAY ASSISTANTS SUPERVISING IN PLAY AREAS MUST CIRCULATE REGULARLY TO ENSURE THAT THEIR ROLE IS EFFECTIVE. MIDDAY ASSISTANTS MUST NOT CONGREGATE IN THE SAME AREA OF THE PLAYGROUND / FIELD, AS THIS DOES NOT CONSTITUTE ADEQUATE SUPERVISION.

Absence

Any absence must be reported to the Midday Supervisor and Headteacher no later than 8.00am to enable an appropriate replacement to be organised.