**CHALKWELL HALL JUNIOR SCHOOL**

**MIDDAY ASSISTANT – JOB DESCRIPTION**

All staff are expected to uphold the values of the School by setting an example in attitudes, language and appearance.

All staff should promote the general purpose and well-being of the pupils in their care.

You will be required to:

* Promote good order and discipline, having regard to the pupils’ health and safety both on the school’s premises and elsewhere when responsible for the pupils.
* Liaise with teachers/Senior Management Team regarding any incidents on the playground.
* Record all incidents/accidents according to school policy.
* Engage and introduce children to play opportunities across all ages.
* Give a good impression of the school and maintain confidentiality when in discussion, inside or outside the school, with individuals and outside agencies.
* You will be responsible to the Inclusion Manager and be required to supervise and assist pupils during lunchtimes in the playground, or inside when the weather is not favourable, and assist pupils in the dining hall during lunch time.
* You should have a caring, patient approach to the pupils and be friendly but firm.
* You will be required to undertake training commensurate with the post.