

## **Job Description**

**Post Title:** Midday Assistant

**Responsible To:** Headteacher, Senior MDA

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### **Purpose of the Job**

Acting as part of a team, to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions.

### **Duties and Responsibilities**

- To maintain the safety, welfare and good conduct of the pupils during the midday break.
- To assist children in selecting their meal and sitting in an appropriate place in the dining hall, the small hall.
- To assist children with eating their meal if applicable.
- To clear tables when meals are finished and clear up any associated spillages.
- To enforce the necessary sanctions for maintaining good order.
- To administer basic first aid as required.
- To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.
- To provide pastoral care, guidance and routine advice to pupils as appropriate.
- Where necessary and appropriate to lead games and activities with the children.
- Ensure correct use of playground equipment in accordance with instructions of use.
- Ensure designated area of playground is safe.
- Establish positive relationships with pupils and encourage this within their peer groups.
- Promote inclusion and acceptance of children with special needs within the playground environment.
- Provide pupils with positive feedback in relation to playground activities and use of equipment.
- Provide planning and organisation of daily playground activities.
- To maintain/order/replace Huff & Puff equipment as necessary.
- Liaise with other Mid-day assistants and provide information as necessary.
- Ensure there is suitable equipment and activities for indoor lunch breaks.
- To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children.
- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.
- To attend relevant training and meetings as required.
- To respect confidentiality at all times.

## **General**

- To undertake training commensurate with the post.
- All employees are expected to show a responsible attitude to health and safety issues and have due regards for their personal safety and that of others.
- Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
- To be responsible for safeguarding and promoting the welfare of children and young persons for whom the post holder is responsible, or comes into contact with.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Signed:.....

Date:.....