**Job Description: Midday Assistant**

**Responsible to:** Senior Midday Assistant

**Purpose of Job:** Acting as part of a team, under the direction of the Senior Midday Assistant, to take care and control of the children on the school premises during the midday break

**Hours:** 11:45 – 1:30 each day of term time

**Pay:** Scale 2 point 2

**Duties and Responsibilities**

**Overarching:**

* To maintain the safety, welfare and good conduct of the pupils during the midday break
* To respect confidentiality at all times
* To understand and apply relevant school policies (Health & Safety, First Aid, Behaviour & Code of Conduct)
* To attend relevant training and meetings as required

**Within the lunch hall / classrooms:**

* To set the lunch hall up ready for service including tables, cutlery and drink cups etc.
* To assist children in finding their seat and then collecting their lunches in the lunch hall in an orderly manner in line with the current school guidance
* To encourage children to eat their meal if applicable, e.g. cutting up as necessary, and providing them with water to drink
* To clear up any food or drink spillages, particularly where these might be a health and safety hazard following correct procedures for dealing with incidents including dealing with sick
* To clear tables and seats where appropriate and assist with putting them away at the end of service

**Dealing with children**:

* To provide pastoral care, guidance and routine advice to pupils as appropriate
* To promote and maintain good order through positive reinforcement, active involvement in the leading or suggestion of activities
* To implement minor, low level sanctions (time out or similar) to children who do not respond to positive engagement
* To alert the Senior Midday Assistant to any concerns regarding an individual child or group of children
* To keep records of any behavioural issues that occur and raise these with the class teachers / Senior Midday Assistant as necessary
* To administer basic first aid as required
* To keep records of first aid administered

In order that lunchtimes are as positive for all children and staff, MDAs are required to fulfil their role in an organised and efficient manner, supporting each other and working as part of a coherent team.

The Senior Midday Assistant has overall responsibility for the supervision of the children during the lunchtime period and it is she who allocates the individual roles to the team of MDAs. The Senior MDA is the MDAs’ line supervisor and as such is the first to be approached for support or with any concern or positive suggestion.

The role of the MDA is an important and professional role within the School. As such it is expected that the MDA will, at all times, show proper support for the School, be punctual in their timekeeping and utilise their time to provide a positive lunchtime for each child.