



Post title: Midday Assistant

Responsible to: Headteacher, Senior Leadership Team, Midday Leads

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

Key tasks:

- 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 and picnic areas.
- To assist children with eating their meal appropriately and follow lunchtime routines.
- To supervise the clearing of tables when meals are finished and clear up any associated spillages.
- To follow the school's Behaviour Policy to manage behaviour positively.
- Understand and support the differences in children and adults and respond appropriately
- To administer basic first aid as required and to keep daily records of first aid administered and any other relevant records that may be needed.
- To provide pastoral care, guidance and routine advice to pupils as appropriate.
- To initiate and develop games and activities with the children.
- To alert Lead Midday Assistant/Play Leader and/or Teachers of any concerns regarding an individual child or group of children.
- To understand and apply school policies in relation to health, safety, welfare and safeguarding of pupils.
- To attend relevant training and meetings as required.
- To respect confidentiality at all times.

General

- To undertake any training appropriate to the post.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard 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.
- The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

