**JOB DESCRIPTION**

**MAPLE GROVE PRIMARY SCHOOL**

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| **Job TitLE** | **School Senior Midday Assistant (Primary)** |
| **Grade:** | **Band 2 - Points 3-5** |
| **Responsible to:** | **Head of School/Assistant Head teacher**  |
| **Key Relationships:** | **Pupils, Midday Assistants, School Leadership Team, Catering Staff, School Staff**  |
| **Level of Disclosure:** | **Enhanced** |
| **Working Hours:** | **Monday to Friday 10 hours per week**  |

##### Job Purpose

Under the direction of the Head of School, to oversee midday assistants, in order to provide the effective supervision of pupils during the lunch period. To implement the school’s behaviour and safeguarding processes. To provide a continuous presence during periods of duty to ensure the safety, welfare and conduct of pupils in accordance with school policy.

Midday assistants have a shared responsibility within the school in helping to raise the academic and social achievements of pupils. They are responsible for ensuring that lunchtimes are an enjoyable and safe experience for all the children, so that they are physically and mentally prepared to learn during the afternoon.

**Key Duties and Responsibilities**

1. To arrange termly/weekly working rota’s for midday assistants in order to ensure the daily effective supervision of children during the lunch period.
2. To take responsibility, under the direction of the head teacher for supervising pupils in the dining hall and others parts of the school during the lunch period, organising the dining area and playground space appropriately.
3. To promote the school behavior policy, taking appropriate action to maintain discipline and support children to resolve conflicts in a positive way. To deal with incidents of misbehaviour by appropriate intervention and report serious incidents to SLT and Lms. Provide daily feedback to class teachers. To share recorded information with appropriate staff members via electronic means daily.
4. To supervise pupils in the dining area and encourage good eating practices, ensuring safety with cutlery and courtesy towards servers and monitors. To encourage children to eat their midday meal and assist with cutting up food, pouring liquids, etc where necessary, paying particular attention to those with special needs or disabilities.
5. To be aware of pupils on special or restricted diets for medical reasons from information provided.
6. To ensure that minor incidents are dealt with promptly and appropriately, e.g. cleaning up food spillages, pupils’ accidents with toileting and changing clothes.
7. To tend to pupils who are sick or injured in accordance with the school’s accident/injuries procedures, administering first aid and reporting serious injuries to the head teacher/deputy head teacher/operations manager as appropriate.
8. To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures.
9. To record accidents and write clear and accurate incident reports according to the school’s procedures.
10. To assist with both inside and outside play activities encouraging all children to take part, to co-operate and show respect for others.
11. To ensure that pupils keep out of areas that are out of bounds and don’t leave the school premises. To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person.
12. To be aware of responsibilities under child protection legislation and report any concerns to the head teacher/deputy head teacher.
13. To take part in the school’s performance management framework for support staff and participate in training and development activities as required.
14. In addition to the specific responsibilities of the post, as a member of the support team, the post holder will be expected to assist with other tasks of a similar nature, appropriate to the grade, as directed by the head teacher.

In addition, all school employees are expected to:

* Have a full commitment to the Trust’s Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the Authority.
* Uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Trust Policies and Procedures.

Other responsibilities

This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed, as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.