



Acorn Academy

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Headteacher: Mrs C. J. Jaques B.Ed (Hons.), NPQH

Job Description

Title of post: Midday assistant

Responsible to: Headteacher

Purpose of 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.

Example of duties and responsibilities

- To maintain the safety, welfare and good conduct of the pupils during the midday break.
- To promote the inclusion and acceptance of children with special needs during lunch time.
- To assist children in selecting an appropriate place to sit in the dining hall.
- To assist children with eating their meal if applicable.
- To clear tables when meals are finished and clear up any associated spillages.
- To reinforce good behaviour as part of the whole school management programme.
- To administer basic first aid as required.
- To keep daily records of first aid administered.
- To provide pastoral care, guidance and routine advice to pupils as appropriate.
- To supervise the children in the playground and encourage them to play sensibly with each other by demonstrating suitable games.
- To alert the Headteacher of any concerns regarding an individual child or group of children.
- To take responsibility for a class during a wet lunch break.
- 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.

The above duties 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.

The Governing Body is committed to:

- *safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;*
- *promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;*
- *the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.*

and expects all staff, volunteers and other workers to share this commitment