



EDWARDS HALL PRIMARY SCHOOL

JOB DESCRIPTION

<u>Job Title</u>	Midday Assistant (Fixed-Term with a view to becoming permanent)
<u>Responsible to</u>	Headteacher, Deputy Headteacher, Senior Midday Assistant
<u>Liaison with</u>	Teaching staff, support staff, pupils
<u>Main purpose</u>	To ensure the security, safety and well-being, and care of the pupils of the school and to promote their social, emotional and physical development during the lunch time period.

Duties and responsibilities

- To supervise pupils, during the lunchtime period, in dining hall, playground areas and school premises ensuring the safety, welfare, physical and mental well-being of pupils during the midday break period. This may include changing wet (and possibly soiled) clothing.
- To take opportunities to encourage the children to develop their lunchtime activities e.g. promoting traditional games, teaching ways of setting up games, understanding the rules of any games and directing play leaders and supporting them in games they could play with others
- To administer first aid to minor injuries, ensuring that all accidents are reported in the appropriate place or to the appointed person if necessary.
- 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
- To set up and clear tables when meals are finished and clear up any associated spillages
- To maintain good order and discipline of pupils in accordance with the school behaviour management policy using the systems already in place including actively praising good behaviour
- To attend relevant training and meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities
- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- To report to the Senior mid-day any incidents which may need further action

Duties may be varied to meet changed circumstances in a manner compatible with post held.