



Woodside Primary Academy

Midday Assistant

Job Description

RESPONSIBLE TO: Head of School

JOB PURPOSE

In school under the direction of the Head Teacher as part of a team involved in the supervision of pupils throughout the lunch period ensuring their safety, welfare and good conduct.

MAJOR TASKS

1. Ensure pupils are enjoying their lunch break.
2. Involve pupils in outside/inside activities.
3. Assist in the dining area and encourage pupils to eat their chosen meal or packed lunch.

JOB ACTIVITIES

1. To understand and comply with the School's Equal Opportunities Policy.
2. To understand and comply with Health and Safety regulations.
3. To assist in maintaining discipline, deal with minor matters, report serious incidents to Head Teacher.
4. To be responsible for a group of pupils throughout the lunch period.
5. To attend additional training as appropriate to the role.
6. To encourage good eating practices, assist by cutting-up of food for younger age groups.
7. To administer simple first aid. Be aware of who the School's First Aid officer is.
8. To deal with minor accidents e.g. food spillages on floors and children, also sickness and younger pupils accidents with toileting.
9. To approach visitors entering school premises.
10. Supervise and engage in activities with the children in your care.

MDA contract will include 5 training days

44.4 Weeks MDA up to 5 years service/ 45.2 Weeks MDA after 5 years service

This Job Description is subject to negotiated review on a regular basis in order to take account of the changing needs of the school.

Signed

Date.....

ADVICE TO MIDDAY ASSISTANTS

1. Your attitude and relationship with the children in your care is very important. It should be kindly, firm but fair and similar to the way in which you would expect your own children to be treated by others.
2. An orderly and definite pattern of procedure, which is clearly understood by all the children, should be followed during lunchtimes. This should run in accordance with the School's routine and rules, so it is important that Midday Assistants familiarise themselves with the School's routine as soon as possible.
3. It is important that children are free to play and enjoy any of the activities allowed without endangering their safety or breaking any of the School's conduct rules.
4. Always be prepared to cope with bad weather situations. You may have to supervise the children in a small area (i.e. a classroom) so be alert to any possible accidents which may occur. Encourage the children to use the games, books etc. provided for these situations. Keep movement of children about the hall or room to a minimum.
5. In the playground, try and keep the children playing boisterous games away from the ones who want to play quietly.
6. Try and place yourself in a position where you can see and be seen. Patrol your designated area, including restricted areas.
7. Be alert to any difficulties, and make yourself a point of contact for the children if they need you. Deal with any disputes immediately and fairly.
8. If you have to speak to a large group of children, make sure that you have their attention before you speak.
9. Encourage new or shy children to join in with the others, but do not force them if they don't want to.
10. Keep a watchful eye on those children who need more supervision than the others. Suggest activities to keep them occupied. Show an interest in them and encourage positive behaviour.
11. Make sure that children are suitably dressed for the type of weather or activity they may be taking part in.
12. If you have any reason to refer a child to the Head Teacher, make sure that he/she is provided with the relevant facts of the situation.
13. Common sense and consideration for the children must be the guiding factors when dealing with any difficulties.
14. Try to find time to talk to the children as individuals, show an interest in their conversation and activities which they will be eager to discuss with you. This one-to-one relationship is of vital importance in developing the right personal relationship between the children and yourself.