

# Job Description

<b>Job title:</b>	<b>Midday Assistant</b>
<b>School:</b>	<b>Sybourn Primary School</b>
<b>Responsible to</b>	<b>Midday Supervisor</b>
<b>Location:</b>	<b>Waltham Forest, London</b>
<b>Pay Scale</b>	<b>Scale 1 (Pt 2-3)</b>
<b>Hours:</b>	<b>7.5hrs p/week (11:45-13:15)</b>
<b>Contract type:</b>	<b>Term Time Only.</b>

## Core duties

Under the direction of the midday supervisor, phase leader & leadership team, to effectively supervise pupils during the lunch period, providing a continuous presence. To ensure the safety, welfare and conduct of pupils in accordance with school policy. To engage with children in play and ensure playground equipment is used safely and appropriately. To ensure playground equipment is stored correctly and securely. To put out equipment at the beginning of the lunchtime and ensure it is put away at the end of lunchtime.

Midday Assistants have a shared role within the school in helping to raise the 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

## Major Tasks, Duties and Responsibilities

- To engage children in positive play, aiding the development of social skills in the playground.
- To assist with playground equipment, its storage and use.
- To ensure all equipment is safe and appropriate for use by children.
- To ensure that all equipment is used in a safe manner by children.
- To liaise with the Midday Supervisor regarding the purchase of new equipment when necessary.
- To promote the school behaviour policy, assisting with maintaining discipline and supporting children to resolving conflicts in a positive way. To deal with incidents of misbehaviour by appropriate intervention and report serious incidents to the Midday Supervisor.
- To tend to pupils who are sick or injured in accordance with the school's accident/injuries procedures, administering initial first aid and reporting serious injuries to the Midday Supervisor and Class Teacher, Phase Leader and/or Health & Welfare Administrator as appropriate.
- To be responsible for supervising a group of pupils in the dining hall and other parts of the school during the lunch period, helping to organise the dining area and playground space appropriately.
- To assist 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.
- To be aware of pupils on special or restricted diets from information provided.

- To deal promptly with minor incidents, e.g. cleaning up food spillages, pupils' accidents with toileting and changing clothes.
- To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures. Cleaning of the tables and hall as required.
- To assist with both inside and outside play activities encouraging all children to take part, to co-operate and show respect for others.
- 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.
- To be aware of responsibilities under safeguarding procedures and report any concerns to a senior supervisor or the head teacher.
- To take part in the school's performance management framework for support staff and participate in training and development activities as required.
- To ensure lost property left in the dining hall and playground area are collected and dealt with.
- 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.

### **Other duties**

- To act as first aider, completing training as appropriate
- Have a full commitment to the School'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 school.
- Uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or school's policies and procedures.
- To be aware of fire prevention and drill procedures.
- Complete training as required,
- To maintain confidentiality.

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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 by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

**Appointed Candidate's Name:**

**Date of Appointment:**

**Signature of Appointee:**

By signing this job description, you are agreeing to its content and context at the date of signing. Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.