



Interim Headteacher: **Miss Lorraine Browne**  
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## Job Description: Midday Assistant

### Purpose of job

To work as part of a team, under the direction of the Midday Supervisor, to ensure the supervision of pupils throughout the lunch period. To ensure the children's safety during the lunch period and that their behaviour is in line with our behaviour policy. To be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. To perform any additional particular duties as may be reasonably assigned by the Headteacher. To promote the vision, aims and values of the school.

### Main responsibilities

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

### Activities

- To understand and comply with the school's policies and procedures.
- To understand and comply with Health and Safety regulations, ensure that any hazards, near miss incidents and accidents are reported appropriately.
- Manage behaviour effectively to ensure a good and safe environment where children can enjoy their play activities.
- To assist in maintaining discipline by dealing with minor matters and reporting serious incidents to a member of the Senior Leadership Team in line with the school's policies and procedures.
- To be responsible for a group of pupils throughout the lunch period.
- To encourage good eating practices, e.g. assisting pupils by cutting up food for younger age groups.
- To deal with minor incidents e.g. food spillages on floors and children, sickness and younger pupils' accidents with toileting.
- To maintain site security and approach visitors entering school premises.

### Professional responsibilities

- Communicate with colleagues and co-operate and work as a member of a team.
- Attend any CPD deemed necessary for your personal development.
- To maintain confidentiality at all times and share information on a need-to-know basis in line with school procedures.
- To have a flexible approach to roles and responsibilities within the team.
- To act sensitively and calmly with children at all times in line with our behaviour policy.
- To demonstrate sensitivity and tact in all situations.

