JOHN PERRY PRIMARY SCHOOL

Charles Road, Dagenham, RM10 8UR Tel: 020 8270 4622
Head Teacher: Mr W Pedro Email: office@johnperryprimary.co.uk
Website: www.johnperryprimary.co.uk

Job Description

Post: Mid-Day Assistant

Supervising Officer: Senior Mid-Day Assistant

Responsible to: Assistant Headteacher

Purpose of Job:

Undertake duties relating to the supervision of pupils under the direction of the Senior Mid-Day Assistant and Assistant Headteacher at lunchtime to help ensure pupils eat a balanced diet, encourage good social skills, support play activities and ensure pupils safety and well-being.

Duties

- Assist with organising pupils into groups for meals and packed lunches ensuring policies are administered regarding pupils with dietary requirements, food restrictions etc.
- Assist children in the dining room, with eating their meals and packed lunches ensuring they all have drinks.
- Assist in the overseeing of pupils before lunch, in the toilets and supervise hand washing of Infant pupils.
- Clear tables, ensure food bins are managed and clear up any associated spillages etc.
- Supervise pupils in the dining room/playground/halls/classrooms and prevent the children from carrying out activities that are dangerous.
- Supervise the movement of pupils around the school, including taking sick or injured pupils to the designated first aid room.
- Enforce necessary sanctions for maintaining good order.
- Provide pastoral care, guidance and routine advice to pupils, as appropriate.
- Alert supervisors, including the Strategic Leadership Team, of any concerns regarding an individual pupil or group of pupils. This may include providing a brief written note of an incident.
- Organise and lead games and activities with the pupils on the playground.
- Support intimate care when required.

Whole School Organisation, Strategy and Development

- Adhere to the School's safeguarding policy and child protection issues.
- Attend relevant training and meetings as required
- Respect confidentiality at all times.
- Take personal responsibility for identification of learning, development and training opportunities.
- Understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.
- 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.

Person Specification

Criteria	Qualities
Qualifications and experience	• Experience of working with or caring for children • Knowledge of First Aid • Basic reading and writing skills
Skills and Knowledge	• Ability to complete basic forms • Ability to exchange routine verbal information clearly with children and adults • Seek support to overcome communication barriers with children and adults • Understand and support the school's Behaviour Management Policy • Understand and support the school with the implementation of the Child Protection and Safeguarding Policy • Understand and support the differences in children and adults and respond appropriately • Understanding of the way in which games and activities can help children develop • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies
Personal Qualities	• Good organisational skills • Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults • Ability to manage own time effectively • Basic understanding of Health & Safety Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality

John Perry Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and having regard to the age of the pupils supervised and the grade of the post and competence of the post holder.