

JOB OUTLINE	
Job Title:	Midday Assistant
Grade:	2
Location:	Barnton Community Nursery and Primary School
Responsible to:	Headteacher
Job Purpose:	The main objectives to be achieved by the post holder
	<ul style="list-style-type: none"> • Communicate effectively with all staff and pupils promoting professional relationships. • Work as part of a team to ensure that the school lunch breaks start and finish on time. • Supervise pupils whilst they eat lunch and either on the playground or inside the school during inclement weather. • Ensure that pupils have either a school or home prepared lunch and supervise the pupils over the lunch period. • Supervise students going to and from and the dining hall. • Collect children from the classroom or playground or classroom on time and bring into the dining hall in an orderly manner. • Encourage children to eat healthily, develop good eating habits and promote positive interactions. • Support children whilst in the dining hall, reinforcing the proper use of cutlery and assisting younger pupils as required. • Clear up the dining room during and after the lunch break including clearing any food and wrapping left on tables and wiping the tables and chair. • Ensure children remain within a safe environment and are able to play safely. • Actively encourage pupils to cooperate and play together. • To lead play in the playground or during 'wet lunchtime' by initiating and leading games with the children and encouraging cooperative behaviour. • Set suitable and positive behaviour standards in line with the school behaviour policy. • To manage behaviour issues in a calm and positive manner and implement the rewards and sanctions systems in line with school policy. • Assist in dealing with playground incidents in accordance with school behaviour policy, communicating details to the Class Teacher. • Carry out basic first aid as required. • Ensure that all incidents requiring first aid are communicated and recorded appropriately and in line with school's procedures and policies. • Be familiar with and maintain up-to-date knowledge of the school's Child Protection Policy and safeguarding procedures.
Note:	In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

