

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

