

Friars Primary School and Nursery

Member of Staff _____

Job Title Midday Assistant

Responsible to Senior Leadership Team / School Principal

Purpose of the job

To participate as a member of a team to supervise children across the school during the midday break between the morning and the afternoon teaching sessions. This may also involve supervising children independently.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Duties and responsibilities

- To maintain the safety, welfare and good conduct of the pupils.
- To attend to minor injuries applying basic first aid
- To assist children with eating their meal if appropriate.
- To assist children with toileting and to ensure the toilet areas are kept clean and hygienic at all times.
- To clear tables when meals are finished and clear up any associated spillages.
- To uphold the necessary sanctions for maintaining good order.
- To provide pastoral care, guidance and routine advice to pupils as appropriate.
- To alert the senior leadership team of any concerns regarding a child or group of children.
- To understand and apply school policies in relation to health, safety, safeguarding, welfare and behaviour of pupils.
- To know and understand the individual support plan targets and strategies to meet the needs of children with specified special educational needs, where appropriate.
- To respect confidentiality at all times.

Job Description for Friars Primary School and Nursery Confidential

General

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above. This may be varied to meet changed circumstances in a manner compatible with the post held. Any such developments will only take place after consultation with all those involved.

The post holder will undertake any relevant training.

The post holder is expected to show a responsible attitude towards Health and Safety and have due regard for their personal safety and that of others.

The post holder will support, uphold and contribute to the development of the schools equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

The school is fully committed to providing opportunities for your continuous professional development in the form of training, mentoring, shadowing, role enrichment, coaching, peer development, etc.

You are expected to actively engage in and be committed to your continuous professional development in relation to the identified needs of the school and your current and future roles and responsibilities throughout your professional career.

Signed _____ Post holder Date _____

Signed _____ Principal Date _____