



# LEE CHAPEL MULTI-ACADEMY TRUST

## Greensted Primary School & Nursery

### JOB DESCRIPTION

**Title of Post:** Midday Assistant

**Responsible to:** Senior Midday  
Head of School

#### **Purpose of Job:**

- To act as part of a team to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions
- To help put out the tables in the hall ready for the lunchtime session and to pack them away afterwards when required

#### **Particular Duties and Responsibilities with the pupils:**

- To maintain the safety, welfare and good conduct of pupils during the midday break
- To set up areas of the playground with toys and activities and ensure that pathways and playground areas are free from obstructions
- To follow the school behaviour policy and encourage good standards of behaviour at all times
- To establish positive relationships with pupils
- To follow the MDA rota
- To encourage and teach children to sit correctly and use cutlery appropriately, assisting if necessary
- To encourage children to eat their dinners and to try a little of foods they claim not to like
- To foster good manners with 'please' and 'thank you' and simple common courtesies
- To ensure that children clear away plates, bowls, cutlery and rubbish and leave the dining area in as tidy a condition as is practicable
- To circulate the playground while supervising children at play and to deal with minor problems of discipline. Persistent unacceptable behaviour should be reported to the Head of School, by the implementation of the criteria as specified in the behaviour policy
- To initiate and develop playground games with groups of children
- Provide pastoral care, support and guidance as appropriate
- To inform the Senior Midday Assistant and Head of School of any concerns regarding the safety and well-being of any child/group of children and keep accurate records of important issues, a copy of which must be given to the Head of School by the end of the lunchtime in question
- Liaise with other staff and provide information about pupils as appropriate
- Attend relevant training/school meetings as requested by the Head of School
- To administer basic first aid/deal with minor accidents and record appropriately. In the case of children with bumped heads they must be brought to the office staff. In the case of serious accidents inform the Head of School.
- Bring children into their classroom at the end of the lunch break and ensure that all pupils are calm ready for the start of their afternoon lessons
- Supervise the use of wet play materials and equipment as agreed with the teachers on days when the Senior Midday Assistant deems necessary for the children to stay inside

- Audit and organise playground resources, as requested
- Respect confidentiality at all times and NEVER share information about pupils, teachers and school organisation with parents

### Particular Duties and Responsibilities within the school:

- Contribute to and support the overall ethos and aims of the school – Excellence For All
- Comply with all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Head of School
- Be aware of and support pupil differences, promoting the inclusion and acceptance of all children to ensure that all pupils have equal access to all school opportunities to learn and develop
- Communicate and co-operate with other agencies to support the educational, development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above, as requested
- Attend all relevant training and take responsibility for own development
- Attend all relevant school meetings as requested by the Head of School

To carry out any other duties reasonably requested by the Head of School, the Deputy Head of School or Class Teachers for example:

- ✓ To attend/support Year group shows and Christmas Parties
- ✓ To attend/support Annual Summer Fete and Christmas Bazaar
- ✓ To liaise with colleagues to ensure appropriate level of support for additional activities (school discos, open evenings and celebration evenings).
- ✓ To volunteer to support after school clubs
- ✓ Supporting with the preparation of the school or attendance at whole staff training / Non-pupil INSET days

The details of these activities to be agreed with the Head of School to ensure that they fit reasonably with hours worked.

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.*

*This job description does not form part of the contract of employment. The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School to carry out additional appropriate duties within the context of the job, skills and grade.*

N.B.

Where changes to Instructor and Learning Support Assistant hours are made, for example when an SEN pupil leaves, the school will endeavour to inform the affected staff as soon as possible. Greensted also undertakes to, where possible, offer alternative hours. As and when additional hours become available these will be first offered to the staff who have lost hours.