

| JOB OUTLINE | |
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| Job Title: | Midday Assistant |
| Grade: | 2 |
| Location: | Leftwich Community Primary School |
| Responsible to: | Head Teacher |
| Job Purpose: | To support the supervision of children eating lunch and playing during the lunchtime period, ensuring their safety and the application of school policies. |
| | <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. |

