



Job Description

Midday Assistant

Job Title	School Midday Assistant (Primary)
Grade	Band 1 Pt. 2 - 3
Responsible to	Head Teacher/Deputy Head & Supervisor
Key Relationships	Pupils, Supervisor, Head & Deputy Head
Level of disclosure	Enhanced
Working Hours	7.5 Per week

Job Purpose

Under the direction of the Midday Supervisor/Head Teacher & Deputy Head Teacher to effectively supervise pupils during the lunch period and providing a continuous presence. To ensure the safety, welfare and conduct of pupils in accordance with school policy.

Duties include supervising pupils in the dining hall, playground and other areas of the school making sure they do not leave the school or go into areas that are out of bounds.

Midday Assistants have a shared role within the school in helping to raise the social achievements of pupils. They are responsible for ensuring that lunchtimes are an enjoyable and safe experience for all the children so that they are physically and mentally prepared to learn during the afternoon

The school is committed to safeguarding the pupils of Kings Road. The children's welfare is of our highest priority and we aim to develop and maintain a 'culture of vigilance' to ensure that signs and symptoms of abuse are picked up and the opportunity for those wishing to cause harm to children is drastically reduced in line with our safeguarding policy.

Key Duties and Responsibilities

1. To be responsible for supervising a group of pupils in the dining hall and other parts of the school during the lunch period, helping to organise the dining area and playground space appropriately.



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2. To promote the school behaviour policy, assisting with maintaining discipline and supporting children to resolving conflicts in a positive way. To deal with incidents of misbehaviour by appropriate intervention and report incidents to the senior Midday Supervisor/Head & Deputy Head Teacher and Assistant Heads.
3. To assist in the dining area and encourage good eating practices, ensuring safety with cutlery and courtesy towards servers and monitors. To encourage children to eat their midday meal and assist with cutting up food, pouring liquids where necessary, paying particular attention to those children with special needs or disabilities.
4. To be aware of pupils on special or restricted diets for medical reasons from information provided
5. To deal promptly with minor incidents e.g. cleaning up food spillages.
6. To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures.
7. Demonstrate a high level of proficiency in English comprehension both written and verbally.
8. To tend to pupils who are sick or injured in accordance with the school's accident/injuries procedure, administering initial first aid and reporting serious injuries to the named first aider/supervisor or appropriate staff member.
9. To assist with both inside and outside activities encouraging all children to take part, to co-operate and show respect for others.
10. To ensure that pupils keep out of areas that are out of bounds and don't leave the school premises. To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person.
11. To be aware of responsibilities under child protection legislation and report any concerns to the Supervisor/Safeguarding team as per school policy.
12. In addition to the specific responsibilities of the post, as a member of the support team, the post holder will be expected to assist with other tasks of a similar nature appropriate to the grade, as directed by the head teacher.
13. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Signed.....

Name.....Date.....