**Denton West End Primary School**

**MIDDAY ASSISTANT : JOB DESCRIPTION**

The duties required of the midday assistant are allocated by the Headteacher and are as follows: -

1. To be responsible to the Midday Supervisor or senior staff, for the supervision of children throughout the midday break (the interval between the close of the morning school and the recommencement of school in the afternoon). To be aware of child protection.

2. Supervision of queues waiting to enter the Dining Room.

3. Supervision of the Dining Hall and checking of any unruly Behaviour in the agreed manner as detailed in the Lunch Time Behaviour Policy.

4. Encouraging children to develop good table manners.

5. Supervision of all areas both inside and outside where pupils congregate at lunchtime.

6. Leaving the Dining Halls in a tidy and safe condition, tables clean and ready for next group of pupils.

7. Supervision of children in the school playground on fine days (**circulating in the yard to monitor pupils so ensuring all is well is essential)** and inside school on wet days.

8. Interacting with children in the playground through activities and games.

**Midday Assistants are directly responsible to the Midday Supervisor. If there are any concerns or queries she must be informed.**

#### Person Specification

##### 1.EXPERIENCE/EXPERTISE

Previous experience of working with children would be an advantage.

##### 2. PERSONAL QUALITIES

##### Of utmost importance is an awareness of the need for confidentiality. Midday Assistants should never discuss lunchtime affairs with the parents.

###### A friendly but firm manner.

* A tactful, patient approach when supervising the children.
* An awareness of safety factors in the school environment.
* A willingness to undertake training as appropriate.
* A sense of humour and a willingness to look on the bright side.