**Wellfield Junior School**

**JOB DESCRIPTION**

**Midday Assistant**

**Post Title:** Midday Assistant

**Responsible to**: Headteacher, or Lunchtime Organiser(LO)

**Purpose of the Job:** To ensure the security, safety and well being, and care of the pupils of the school and to promote their social, emotional and physical development during the lunch time period.

**Main Duties and Responsibilities:**

1. To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.

2. To report to the LO at beginning of the lunch period and receive any instructions with

regard to duties.

3. To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and

reporting any incidents to the LO as appropriate.

4. To ensure the safety and well being of children, providing emotional support where necessary.

5. To arrange and supervise appropriate play and physical activities under the direction of the LO.

6. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school’s agreed procedures.

**Dining Hall**

7. Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their

hands.

8. To organise dinner queue and ensure calm and orderly entrance of pupils into dining hall and from dining hall to playground:

• promoting and ensuring good behaviour and calm atmosphere

• dealing with any misbehaviour that may occur in accordance with the school’s behaviour policy.

• addressing issues calmly and politely and in doing so being a role model to the children

• Report, as appropriate, incidents to the LO

9. To encourage all pupils to eat but especially those with special needs or disabilities, and to assist

children with cutting up food, opening tubs, pouring water etc. where appropriate to e.g. age of child, needs of child, as necessary.

10. To encourage social skills and good table manners, ensuring safety with knives and forks.

11. To clean up spillages of food and to organise clearing cutlery and crockery off tables.

**Playground**

12. Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.

13. To supervise and control entrance and exit by pupils during the lunch break to school premises and ensure calm orderly conduct in accordance with the school’s high expectations.

14. To check on any strangers who may enter the school grounds and report any concerns to the LO or Headteacher.

15. To ensure that pupils who leave the school site have permission to do so.

**School Premises**

16. To supervise pupils and promote good behaviour on the school premises in the hall, classrooms, on corridors, during lunchtimes and in addition when children are inside because of

inclement weather.

17. To ensure that, when classrooms are used during the Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.

18. To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the LO.

19. To take part in training appropriate to the job of midday supervisor.

20. To undertake any other duties consistent with the purpose of the job.

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