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JOB DESCRIPTION

**TITLE: Midday Assistant**

**SCHOOL: St Joseph’s Catholic Primary School**

**RESPONSIBLE TO:** Headteacher

**Point 11 - £17,007 pro rata**

**PURPOSE OF POST:** To be responsible under the direction of the Headteacher and/or midday supervisor for the safety, welfare and the good conduct of pupils during the midday break.

**Key Duties**

1. To supervise pupils in the dining hall, playground, toilets, classrooms and school premises.
2. To clean spillages and ensure that tables are clean during meal times.
3. To encourage pupils to develop healthy eating habits and good manners.
4. To encourage pupils to play appropriately and cooperatively, which could include some educational play activities.
5. To be aware of the school Health and Safety and Behaviour Policy ensuring it is implemented during lunch break.
6. To supervise pupils in classrooms during “wet play” providing activities that will keep pupils calm.
7. Ensure that the flow of children in the immediate vicinity of the dining areas is made in a calm manner.
8. Encourage and engage with the children in participating in a range of activities at playtime.
9. In the event of a pupil becoming ill, distressed, or experiencing an accident, ensure the child and area are clean and safe and using suitable equipment as directed, completing recording processes, and obtain qualified first aid assistance as appropriate.

**STANDARD DUTIES**

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.