

## Job description

<b>Job title</b>	Mid-Day Assistant (MDA)	<b>Grade</b>	LBR1c
<b>School</b>	Roding Primary		
<b>Reports to</b>	Assistant Headteacher		
<b>Responsible for</b>	No supervisory responsibility.		
<b>Purpose of job</b>			
<p><i>Each Midday Assistant has a role to play in helping to raise the academic and social achievements of our pupils. By ensuring that lunchtimes are an enjoyable and safe break during the middle of the day, MDAs are helping pupils to be physically and mentally prepared to learn during the afternoon.</i></p>			
<b>Main duties and responsibilities</b>			
<ul style="list-style-type: none"> <li>• To ensure the health and safety of all pupils during the lunch break.</li> <li>• To remove any health hazard from the play areas.</li> <li>• To promote the school behaviour policy at all times.</li> <li>• To encourage pupils to eat all their midday meal and not waste food.</li> <li>• To help the pupils develop good table manners and courtesy towards servers and monitors.</li> <li>• To organise and monitor the dining areas and playground spaces appropriately.</li> <li>• To organise play, to promote co-operation and respect for others.</li> <li>• To support pupils in resolving conflicts in a positive way.</li> <li>• To offer first aid when necessary and to report all injuries to the named first aider.</li> <li>• To ensure all head injuries are taken to the First Aid Base. (First Aider to report any serious concerns to DHT)</li> <li>• To deal with minor incidents, e.g. cleaning up food spillages, wiping tables, cleaning children after sickness (must be 2 adults) and any eating or toilet accidents.</li> <li>• To supervise pupils in classrooms during bad weather, following the Wet Playtime Rules.</li> <li>• To remain in the playground until the class teacher arrives.</li> </ul> <p>Any other non routine tasks as directed by the Head Teacher when necessary.</p>			
<b>General</b>			
<p>Attend and participate in relevant meetings, training and other learning activities and performance development as required.</p> <p>Training will be offered to support MDAs in carrying out their tasks more effectively. This training, to a maximum of 30 minutes per fortnight, is paid in addition to the salaried hours. Additional training (e.g. first aid) may be offered by the Assistant Headteacher on an occasional basis.</p> <p>Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</p>			

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.