

MANFORD PRIMARY SCHOOL

JOB DESCRIPTION

SCHOOL SUPPORT STAFF (MIDDAY ASSISTANT) GRADE: LBR2

Hours of work: 11.45am – 1.15pm term time only (1 inset day)

PURPOSE OF THE ROLE

To provide care and supervision of the children staying in school during the lunchtime period, ensuring their welfare and safety at all times.

PRINCIPAL DUTIES

- To supervise the children from the playground to the dining hall, in the dinner queue and while they are eating, encouraging good behaviour, good table manners and correct use of cutlery at all times.
- To supervise the children in the playground (or classrooms if wet) and toilet area, ensuring their well being and safety, encouraging them to take part in games and activities available at lunchtime.
- To follow the agreed procedures for rewarding and sanctioning at lunchtime linked to school behaviour policy and playground rules.
- To be aware of and seek to prevent any bullying that might occur, reporting this and any child protection or safeguarding issues to a safeguarding lead immediately.
- In accordance with the school's Health and Safety policy, deal with incidents and accidents, including occasionally when young children wet or soil themselves.
- To carefully check the correct numbers of children having school dinners or packed lunches as they enter the hall and supervise the dinner queue.
- To be responsible and report back to the midday supervisor where necessary and inform classteacher/deputy headteacher or headteacher of any serious incidents that need further follow-up.
- Where necessary supervise the placement of packed lunch trolleys in corridors
- Ensure children enter the dining hall in a quiet, orderly manner, are seated quickly and remain seated while eating

- Following school procedures, deal with and report minor first aid injuries and be responsible for maintaining a first aid bag
- Maintain acceptable behaviour and noise levels
- Monitor disposal of waste food and dirty crockery and cutlery
- Wipe tables and deal with spillages, clean floors/eating areas
- Take responsibility for a named individual or small group of children if required
- Patrol playground, fences and gates to ensure safe play at all times
- Monitor safe play, to be responsible for playground equipment, encourage and assist with playground games
- To recognise and be alert to potential problems and intervene or distract children before it escalates
- Calmly deal with unacceptable behaviour, consistently and fairly according to agreed policies.
- To ensure children stay in the playground (or field when appropriate) and do not return to classrooms
- To try to prevent too many children going to the toilet at once and not let them play in the toilet areas
- Follow all agreed school policies and procedures

Wet Play Supervision

- The children remain in their classrooms until they are told to walk to the dining room for their lunch
- There should be work or wet playtime activities in the classroom to occupy them
- The midday assistant should move between the classrooms supervising the children and intervene when necessary
- The children must remain in their classrooms and should only be allowed to go to the toilet when they have had their lunch
- No children are allowed to play in the corridor.

Other Duties

The postholder should be committed to attending training sessions and meetings as required, as part of their continuous professional development and in line with the needs of the School.