**POST TITLE:** MIDDAY ASSISTANT

**SCHOOL**: Grappenhall Heys Community Primary School

**GRADE**: GRADE 3

**REPORTS TO**: Headteacher and Assistant Headteacher(s)

**MAIN PURPOSE** To supervise children at lunch time, working under the direction of Head teacher

**JOB PROFILE:**

**SUPPORT FOR THE PUPIL**

● Supervise pupils at lunchtime whether in the dining room, classroom or outside.

● Organise safe entry/exit of pupils into/out of the school hall as required.

● Ensure that children have access to appropriate activities to support their development and engage them over the lunch time period.

● Assist with children’s personal needs.

● Assist with providing meals/snacks where appropriate.

● Assist with the cutting of food for younger children.

● Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use; any food left should be sent home for parents to see.

● Attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary via a first aider.

● Welfare and supervision of pupils before or after the meal in the playground, hall, corridors and classrooms as directed by the Head Teacher

● Follow the direction of the Head Teacher/SLT

**SUPPORT FOR THE SCHOOL**

● Cleaning and tidying areas, ensuring any health and safety risks are addressed e.g. slippery floors from spillages.

● Maintain adequate standards of table manners and eating habits.

● Model courteous and polite behaviour.

● Maintain discipline during the lunch break, following the school's behaviour policy and helping promote school values.

● Advise the Head Teacher of any concerns e.g. regarding children, parents or the safety of equipment.

● Share any behaviour or medical issues with the class teacher/TA after the lunch session.

● Report any matters involving child protection immediately to the Head Teacher

● Attend annual safeguard training (usually out of normal working hours).

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time**