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