**JOB DESCRIPTION**

**Post Title**: Midday Assistant

**Grade:** 3 SCP5

**Reports to**: The Headteacher

**PURPOSE AND SCOPE OF THE POST**

Midday supervisory assistants are responsible under the direction of the Headteacher for helping with the care and supervision of children in the school during the midday period between morning and afternoon lessons. The work will be carried out in the dining room, school or playground. The exact duties will be laid down by the Headteacher in accordance with the specific needs of the school, but these will normally include:

Supervision of the playground during the lunch hour, ensuring that the children are playing safely within the prescribed limits of the play area and/or playing field. Midday assistants are expected to;

ensure that all children are happily engaged in play, initiate games and activities (including using our outdoor equipment) as a positive way of ensuring good levels of behaviour, and monitor the child lead play during this period.

Provide basic first aid for any minor injuries (more serious injuries, knocks to the head, etc. should be referred to a member of staff responsible for First Aid);

Help children who have damaged/dirty clothing;

Implement the schools behaviour policy, promoting positive behaviour

Take responsibility for ensuring children use and put away lunchtime play equipment in an appropriate manner;

Supervision of the classrooms during wet indoor breaks, ensuring that the children are behaving safely within their own class area. Also to ensure that the cloakrooms are left tidy, all wet playtime equipment tidied away and classrooms ready for use at the end of the lunch break.

Midday Assistants should have an understanding of and conduct themselves in compliance with all school policies that re relevant to the effective fulfilment of their role.