

HADLEIGH JUNIOR SCHOOL

JOB DESCRIPTION

Job Title and Grade: Midday Assistant

Responsible to: Senior Midday Assistant

Acting within the Midday Assistant team our middays take care and control of all pupils on the school premises during the midday break. The principal accountability is to maintain the safety, welfare and good conduct of the pupils.

A Midday Assistants' contribution to the school can be measured by their ability to be good colleagues, their common sense, practical abilities and their understanding and respect for children.

Particular Duties and Responsibilities:

1. To supervise pupils at lunchtime whether indoors or outside in accordance with the instructions of the headteacher or Senior Midday Supervisory Assistant.
2. To provide positive and firm control by implementing the school discipline/behaviour policy. To encourage play activities.
3. To deal with cases of unruly or unsocial behaviour by pupils where appropriate, or report the incident immediately to the Senior Midday.
4. To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the dining area is left in a tidy condition.
5. To ensure that any injury or sickness of pupils is reported immediately to the First Aider or headteacher and the office. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children.
6. To check that no pupil remains in outside areas when afternoon lessons are about to begin.
7. To carry out the above duties in accordance with the school's equal opportunities policy.
8. Attend MDA training sessions.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.