



Kaizen Primary School Job Description Midday Assistant

The purpose of the post: To ensure the security, safety, well-being, and care of the pupils of the school having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements. To promote the social, emotional and physical development of children during the lunch time period and to share in the corporate responsibility for the well-being and discipline of all pupils.

Equal Opportunities:

Eko Trust has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Kaizen Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school. All concerns are passed through the members of staff who are trained as "Designated Child Protection Officers" in school in compliance with the "sharing of information" guidance.

Main Duties and Responsibilities:

- To interact and supervise pupils, during the lunch period, in the dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- To report to the Midday Leader at the beginning of the lunch period and receive any instructions with regard to duties if any change.
- To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the class teacher/Midday Leader /SLT as appropriate.
- To ensure the safety and well being of children, providing emotional support where necessary.
- To arrange and engage/supervise appropriate play and physical activities under the direction of the Midday Leader.

Dining Hall

- To organise dinner queue and ensure calm and orderly entrance of pupils into the dining hall and from dining hall to the playground:
 - promoting and ensuring good behaviour and a calm atmosphere
 - addressing issues calmly and politely and in doing so being a role model to the children.
 - Report, as appropriate, incidents to the Midday Leader/SLT/class teacher.
- To encourage all pupils to eat and to assist children with cutting up food, opening tubs, pouring water etc. where appropriate to e.g. age of child, needs of child, as necessary.
- Encouraging children to scrape their plates correctly and tidy up any mess.
- To encourage social skills and good table manners, ensuring safety with knives and forks.
- To clean up spillages of food

Playground

- Where appropriate, to collect pupils from the classroom ensuring that they are adequately dressed for the weather conditions.
- To supervise and control entrance and exit by pupils during the lunch break to school premises
- To ensure calm orderly conduct in accordance with the school's high expectations.
- Ensure there is engagement in conversations with children.
- Engage children with activities/playing games.
- Scanning the playground and having an overview of all of the areas.

Whole School

- To supervise pupils and promote good behaviour on the school premises in the hall, classrooms, on stairs and through corridors, during lunchtimes and in addition when children are inside because of inclement weather.
- To ensure that, when classrooms are used during the Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
- To take part in training appropriate to the job of Midday Assistant
- To take part in any appraisal arrangement made by the school
- Undertaking other duties, with the competence of the post holder, which may reasonably be required from time to time.