



## **Newchurch Primary School**

### **Job Description**

<b>DEPARTMENT</b>	Children's Services
<b>SCHOOL</b>	Primary
<b>JOB TITLE</b>	Midday Assistant (MDA)
<b>GRADE</b>	Grade 3, scp 8

**RESPONSIBLE TO:** Headteacher

### **PURPOSE AND SCOPE OF THE POST**

Midday assistants are responsible under the direction of the Headteacher for helping with the care, supervision and engagement in activities 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:

### ***PRINCIPAL DUTIES AND RESPONSIBILITIES***

Dining room – Care and Supervision of Children including:-

- Control of groups or queues waiting for service in accordance with school organisations.
- Supervision and control of table behavior (including good table manners and courtesy), assisting children where necessary;
- Supervision of return of dirty dishes.

Playground and other Areas:-

- Care and supervision of children in playgrounds and other parts of the school, including toilets and corridors, cloakrooms on the way in and out of the building, as necessary
- To maintain the safety, welfare and good conduct of pupils during the mid day break and to encourage play activities in the playground
- Supervision of classroom activities during poor weather.
- To supervise and enhance the play of children when on the playground.

- To patrol the school premises in order to supervise and enhance children's activities.
- To help develop positive relationships on the play areas and maintain behaviour according to the school policy.
- To encourage positive interactions between the children, to deal with wrong choices made by children and to caution children within the school's discipline policy

#### First Aid:-

- To be responsible for rendering first aid in the case of a simple accident or for calling assistance in more serious cases
- To keep daily records of first aid administered and ensure that where necessary, appropriate forms are completed for the children to take home
- All accidents are to be reported to the Headteacher

#### Safeguarding and Health and Safety:-

- To alert the Head Teacher of any concerns regarding an individual or groups of children
- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils

#### Professionalism:-

- To attend relevant training and meetings as required
- To respect confidentiality at all times.

NOTE: Notwithstanding the details in this job description, in accordance with the Council flexibility policy, the job holder will undertake such duties as maybe determined by the Headteacher from time to time up to or on a level consistent with the principal responsibilities of the job