

DESIGNATION: Mid-day Assistant

RESPONSIBLE TO: Head Teacher or in her absence the designated
Deputy Headteacher

PURPOSE OF JOB:

To carry out duties relating to the supervision of pupils under the direction of the headteacher at lunchtime to ensure their safety and well-being.

GENERAL

1. To supervise pupils in the dining room and playground.
2. To supervise the movement of pupils in the school buildings.
3. To assist in the overseeing of children before lunch, in the toilets and supervise hand washing of Infant children.
4. To collect and return children to classrooms and organise the children into groups for dinners and sandwiches.
5. To assist children in the diningroom, with sandwich boxes and meals and ensure they all have drinks.
6. To mop up spillages and leave the dining room tidy.
7. As required, play games, give out drawing materials, read stories, and generally supervise pupils in classrooms in inclement weather.
8. Be aware of child protection issues and immediately inform the headteacher or her deputies of any suspicious evidence or circumstances.
9. As required, organise and play games in the playground.
10. Take any sick or injured children to the designated first aider.
11. Make brief notes of any incidents and report to the classteacher.

The above mentioned duties are neither exclusive nor exhaustive and the jobholder may be required to undertake such duties as required by the headteacher, having regard to the age of the pupils supervised and the grade of the post and competence of the post holder.