



## **Job Description**

<b>Job Title</b>	Midday Assistant
<b>Directly responsible to:</b>	Headteacher
<b>Hours of Duty:</b>	1.5 hrs per day (7.5 hrs per week) - 11.45 to 1.15 pm (38 weeks)
<b>Grade:</b>	Grade 3, Point 4 to 5

It is important to note that this job description is a working guide to the duties you would be undertaking. It may be changed from time to time to meet changing circumstances.

## **Purpose of Role**

Working under the direction of the Headteacher, the Job Holder is responsible for ensuring the safety and supervision of all pupils during the lunchtime period both in school and externally in the school grounds.

## **Principal Duties**

- To supervise pupils through lunch break either in the dinner hall/classrooms or playground.
- To work with individual pupils on feeding programmes set by class staff or other professionals.
- To maintain a hygienic and safe environment for pupils during the dinner hour.
- To supervise pupils in relation to personal care issues or take responsibility for pupils' personal care.
- To follow any behaviour strategies in place.
- To report to teaching staff on pupils' progress in terms of programmes for developing eating/drinking skills, self-help skills and their behaviour in general.
- To supervise pupils in the classroom or on the playground.
- Follow emergency procedures in relation to accidents or fire alerts.
- To complete any appropriate training deemed necessary by senior staff.
- To work collaboratively with all staff.
- Any other duties under the direction of the Head Teacher, which are commensurate with the overall grade and responsibility of the post.
- Be aware and to comply with school policies and procedures relating to safeguarding, health safety and security, confidentiality and data protection. Report all concerns to the appropriate person.