**Northern Parade Infant and Junior**

**Schools**

Proud to be the home of a Sensory Impaired Resource

**Job Description**

## Education Midday / School Club Team

**JOB TITLE: Midday Assistant**

**REPORTS TO:** Midday Supervisor

**GRADE: Band 1**

**JOB PURPOSE:**

To implement the School Lunchtime and Behaviour policies, ensuring the security, safety, welfare and good conduct of pupils during the midday break.

**KEY ACCOUNTABILITIES**

* To actively promote the School’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
* To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery
* To fully comply with the Health and Safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above
* To work with colleagues to achieve service plan objectives and targets
* To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

**PRINCIPAL RESPONSIBILITIES/DUTIES**

• To supervise pupils in the dining hall (including supervising pupils collect, eat and clear away their meals), playground, field area and school premises.

• To ensure the care of pupils who are injured or unwell.

• Ensure that pupils play together positively and co-operatively with good behaviour.

• Giving comfort to distressed pupils.

• To uphold the School’s Behaviour Policy, including treating pupils with respect and consideration.

• To supervise physical activities for pupils in playground areas.

• To work with, and support, the kitchen staff to ensure a smooth and professional midday service is provided.

At the discretion of the Midday Supervisor, such other activities as may be agreed consistent with the nature of the job described above.

**Signed --------------------------------------------------------------------------- Midday Assistant**