



ST. HELEN'S CATHOLIC PRIMARY SCHOOL **JOB DESCRIPTION**

MISSION STATEMENT

**RESPECT YOURSELF,
RESPECT EVERYONE IN OUR SCHOOL COMMUNITY,
RESPECT EVERYONE IN OUR LOCAL COMMUNITY,
RESPECT EVERYONE IN OUR GLOBAL COMMUNITY
BUT MOST OF ALL, RESPECT GOD OUR FATHER
IN HEAVEN.**

Job Title: Midday Assistant

Pay point: 1

Report to: Senior Midday Assistant and for more serious issues, the Senior Leaders

Responsible for: All pupils

Liaison with: Pupils, Senior Midday Assistant and other members of the MDA team, Headteacher, Teaching Staff and Catering Staff

Job Purpose:

Acting as part of a team, to take care of all the children during the lunchtime.

Principle Accountabilities To maintain the safety, welfare and happiness of our pupils during the midday break.

Duties

- To respect confidentiality at all times.
- To understand and ensure the application of school policies in relation to health, safety, welfare and behaviour of pupils.
- To be good role models, demonstrating respect to all in our care – in line with our Mission Statement.
- To provide pastoral care, guidance and routine advice to pupils as appropriate.
- To involve the Senior Leaders of the school with more senior behaviour issues.
- To administer basic first aid as required.
- To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.
- To supervise pupils at all times when on the playground, in your dedicated zone.
- To lead games and activities in your dedicated zones.
- To supervise closely pupils in the dining hall.
- To encourage good behaviour at all times in the dining hall, on the playground and where necessary in other areas of the school.

- To assist children to their seat in the dining hall, if needed.
- To assist children with eating their meal if applicable.
- To clear tables when meals are finished and clear up any associated spillages.
- During wet plays, ensure that the children are involved in a seated activity of a constructive nature and that the children are calm at the end of the session (by reading them a story, telling jokes etc) ready for their afternoon learning.
- To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children.
- To attend relevant training and meetings as requested.

GENERAL RESPONSIBILITIES FOR ALL SUPPORT STAFF

- To participate in the appraisal process - taking personal responsibility for identification of your learning, development and training needs - in discussion with your appraisal Team Leader.
- To comply with individual responsibilities, in accordance with role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive or exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of their position.

<p>THE GOVERNING BODY IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE IN THIS COMMITMENT.</p>
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This job description will be reviewed in the Autumn Term 2020 or earlier, if necessary. In addition it may be amended at any time after consultation has taken place depending on the needs of the school.

THIS DOCUMENT IS SIGNED AS HAVING BEEN DISCUSSED AND AGREED BETWEEN THE MEMBER OF STAFF AND THE LINE MANAGER.

.....(MDA)(Date)

..... (E. MOUCHEL) (Date)