

ST. BEDE'S CATHOLIC PRIMARY SCHOOL & NURSERY

JOB DESCRIPTION

Job Title:	Mid-Day Assistant
Grade:	Scale 1C (points 2-3)
Hours:	11.30am to 1.15pm (1.5hours daily in this range)
Employer:	The School Governing Body
Responsible to:	The Headteacher

General duties:

To ensure there is a secure, safe and welcoming facility to support, motivate and supervise pupils in eating their lunch in class. Be responsible for the health, safety, conduct and wellbeing of all pupils in class and the playground during the lunch period. Ensure also the smooth running of the lunch arrangements by anticipating and dealing with problems.

Specific Duties

- Ensure that pupils have washed and dried their hands before eating their lunch.
- Ensure that pupils are always supervised in class and behave in an orderly way.
- Supervise children in the playground.
- Ensure that pupils who have special dietary needs or who received a free school lunch receive the correct meal.
- Ensure that pupils eat their lunch in a socially acceptable way – talking quietly to pupils immediately adjacent to them.
- Encourage pupils to be independent in clearing away after lunch; teach pupils to keep the tables and floor clean.
- Ensure that all rubbish is cleared away, that tables are wiped down, the floor and room are tidied to enable use for the remainder of the school day.
- Establish constructive/positive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.
- Make sure that toilets are used sensibly.
- Ensure that pupils are not inside when they should be outside.
- To recognise and report to the Child Protection Co-Ordinator on child protection or pupil welfare issues according to school policy.
- Communicate any general concerns to the Class Teacher at the end of lunchtime.
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.