MIDDAY ASSISTANT

Hartford Primary School

Grade 2

SCP 3

Job Description & Person Specification

Job Description

Reporting to

Headteacher

Purpose of the role

Supervise pupils during lunchtime in the dining hall, playground and other designated areas. Help make lunchtime safe, welcoming and enjoyable for all pupils.

Main responsibilities

1. Supervise pupils as they eat and play, taking account of their age, individual needs and agreed support arrangements.
2. Encourage positive behaviour and inclusive play. Deal calmly with minor disagreements in line with the school's behaviour policy and refer serious or repeated incidents to the Midday Supervisor or a senior member of staff.
3. Organise age-appropriate indoor activities during wet weather and supervise pupils in the agreed areas.
4. Help prepare and clear the dining and play areas. Check tables, chairs and play equipment for obvious hazards and report faults promptly.
5. Keep lunchtime registers and incident records as required. Follow school procedures for accidents, illness and emergencies, and seek help promptly.
6. Follow the school's safeguarding, confidentiality and health and safety procedures. Report concerns about a pupil's welfare promptly through the school's agreed safeguarding procedures.
7. Undertake other duties appropriate to the level and responsibilities of the post.

Other

1. Putting children and young people at the centre of everything the Foundation does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.
3. To continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional and local levels.
4. Build effective relationships with other MATs to facilitate the sharing of expertise and best practice and working closely with those schools wishing to join The Sir John Brunner Foundation.
5. Adhere to the Foundation's policies on code of conduct, Safeguarding, H&S and Data Privacy.
6. Any other duties not specified but are commensurate with the skills and knowledge of the post holder.

Person Specification

	Desirable	Essential
Qualification		
Willingness to complete training relevant to the role, including safeguarding and first aid.		✓
Experience		
Experience of working with or supervising primary-aged children in a school, childcare or community setting.	✓	
Knowledge & Skills		
Ability to supervise pupils actively and respond calmly to disagreements or challenging behaviour.		✓
Ability to communicate clearly and kindly with pupils and work effectively with colleagues.		✓
Ability to recognise and report concerns about pupil welfare or safety and follow school procedures.		✓
Ability to make brief, accurate records of incidents and pass on relevant information.		✓
Ability to organise age-appropriate activities that include pupils with different needs.		✓
Attributes		
Patient, approachable and fair when working with pupils.		✓
Punctual, reliable and able to use initiative within agreed procedures.		✓
Commitment to safeguarding, confidentiality and treating all pupils with respect.		✓