



JOB DESCRIPTION

Job Title:	School Midday Play Assistant (Primary)
Grade:	Grade A (SCP 1-2)
Responsible to:	Vice principal/ Principal
Key Relationships:	Pupils, School Leadership Team, Catering Staff, School Staff
Level of Disclosure:	Enhanced
Working Hours:	Monday to Friday 1 ½ hours per day (between 12pm- 1:30pm) Term Time Only

Job Purpose

Under the direction of the principal, to effectively supervise pupils during the lunch period, providing a continuous presence. To ensure the safety, welfare and conduct of pupils in accordance with school policy.

Midday Play Assistants have a shared role within the school in helping to raise the social achievements of pupils. They are responsible for ensuring that lunchtimes are an enjoyable and safe experience for all the children, so that they are physically and mentally prepared to learn during the afternoon.

Key Duties and Responsibilities

- 1 To be responsible for supervising a group of pupils in the dining hall and other parts of the school during the lunch period, helping to organise the dining area and playground space appropriately.
- 2 To promote the school behaviour policy, assisting with maintaining discipline and supporting children to resolving conflicts in a positive way. To deal with incidents of misbehaviour by appropriate intervention and report serious incidents to the senior vice principal or principal as appropriate.
- 3 To assist in the dining area and encourage good eating practices, ensuring safety with cutlery and courtesy towards servers and monitors. To encourage children to eat their midday meal and assist with cutting up food, pouring liquids, etc where necessary, paying particular attention to those with special needs or disabilities.
- 4 To be aware of pupils on special or restricted diets for medical reasons from information provided.
- 5 To deal promptly with minor incidents, eg cleaning up food spillages, pupils' accidents with toileting and changing clothes.

- 6 To tend to pupils who are sick or injured in accordance with the school's accident/injuries procedures, administering initial first aid and reporting serious injuries to the named first aider or principal if the injury is deemed serious.
- 7 To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures.
- 8 To assist with both inside and outside play activities encouraging all children to take part, to co-operate and show respect for others. To help children to manage the risk involved in their playing activities.
- 9 To ensure that pupils keep out of areas that are out of bounds and don't leave the school premises. To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person.
- 10 To be aware of responsibilities under child protection legislation and report any concerns to a senior supervisor or the head teacher.
- 11 In addition to the specific responsibilities of the post, as a member of the support team, the post holder will be expected to assist with other tasks of a similar nature, appropriate to the grade, as directed by the head teacher.

In addition, all school employees are expected to:

- Have a full commitment to the Academy's Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the Authority.
- Uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Academy Policies and procedures.

This Job Description indicates only the main duties and responsibilities of the post. During the course of duties, you may be asked to carry out other tasks that may be reasonably assigned to you.

Safeguarding:

As a school we are committed to the safeguarding of children and adults. All job offers will be subject to an enhanced DBS check and two satisfactory written references. Safeguarding children is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

Our pupils' welfare is our paramount concern. The governing body will ensure that our academy will safeguard and promote the welfare of pupils and work together with other agencies to ensure that we have adequate arrangements to identify, assess and support those children who are suffering or likely to suffer harm.

Here at Ashton West End Primary Academy, we are a community and all those directly connected, staff members, governors, parents, families and pupils, have an essential role to play in making it safe and secure.

Please sign, print your name, and date below to indicate your acceptance of this Job Description.

Signature:

Name:

Date:

Midday Person Specification	Essential ✓	Desirable ✓
EXPERIENCE		
<ul style="list-style-type: none"> • Previous experience of working with children. 		✓
SPECIAL ABILITIES / APTITUDES		
<ul style="list-style-type: none"> • Able to relate to children, teachers, colleagues, visitors etc. 	✓	
<ul style="list-style-type: none"> • Understanding and acceptance of the school's policies and guidelines. 	✓	
<ul style="list-style-type: none"> • Clear and appropriate communication skills 	✓	
<ul style="list-style-type: none"> • Ability to take on responsibility 	✓	
<ul style="list-style-type: none"> • Ability to use initiative 	✓	
<ul style="list-style-type: none"> • Ability to understand, and carry out instructions from Headteacher or designated supervisor. 	✓	
OTHER JOB SPECIFIC REQUIREMENTS		
Commitment to the Academies Equal Opportunities Policy and the acceptance of their responsibility for its practical application	✓	
<ul style="list-style-type: none"> • Ability to maintain confidentiality relating to all school matters 	✓	
<ul style="list-style-type: none"> • Ability to work under pressure 	✓	
<ul style="list-style-type: none"> • Willingness to be involved with devising new games and interest for the children during lunch times 	✓	
<ul style="list-style-type: none"> • Ability and willingness to provide a written and verbal report of incidents. 	✓	
<ul style="list-style-type: none"> • Interested and motivated towards the job. 	✓	
EDUCATION AND TRAINING		
<ul style="list-style-type: none"> • An understanding of basic Health and Safety requirements 	✓	
<ul style="list-style-type: none"> • Willingness to take part in in-service training 	✓	
DISQUALIFYING FACTORS		
<ul style="list-style-type: none"> • Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the Academy's Equal Opportunities Policy. 	✓	