**Midday Assistant Job Description and Person Specification**

**Main duties and responsibilities:**

**Supervising and assisting children over the lunchtime period inside the school, the lunch halls and the playgrounds, including working on either of the school sites**

**To ensure a safe and positive learning environment is maintained and that all children behave in an appropriate manner**

**Playground Duties:**

* Actively participate with the children
* Be proactive and able to use initiative to devise games and play activities for children
* To set up play equipment in the playground
* To ensure all play equipment is tidied away and is stored neatly in correct boxes
* To ensure equipment remains in set zones
* Encourage children to join in activities and to remind children about zones
* Ensure storage rooms kept tidy
* To review and rotate activities available for children
* To show children how to look after the equipment
* To report any loss or damage to play equipment
* To monitor and respond to any safety or behaviour issues following school policies

**In the Dining Halls**:

* Encourage children to be polite whilst eating their lunches and interacting with other children and staff
* Assist children who are having difficulties having their lunch and continually promote good table manners
* To promote healthy eating by encouraging and praising children choosing fruit and vegetables
* Encourage children to be independent in clearing up
* Assist with setting up, wiping tables and clearing away equipment

**To follow the schools ethos and expectations:**

* Be polite and courteous at all times to all staff and children
* Be reliable and punctual
* Attend relevant training (including Inset Days)
* Be aware of and follow all school policies and procedures, including First Aid and

Safeguarding

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** |  | Current First Aid Qualification |
| **Experience** |  | Experience of working with  groups of children |
| **Knowledge & Understanding** | Knowledge and understanding  of how to manage the behaviour of groups of children | A knowledge and  understanding of child development and social interaction  A knowledge and understanding of the value of constructive play opportunities |
| **Skills** | Ability to work as part of a  group and as an individual  Ability to inspire trust and confidence in children  Ability to encourage high standards of pupil behaviour at all times  Ability to observe the boundaries of the role, and respect confidential information  Ability to initiate games and activities appropriate to the age of the children  Ability to relate to children on their level  Ability to remain calm in a crisis | Ability to communicate  effectively to an appropriate standard  Ability to recognise behaviour giving cause for concern and inform teaching staff  Ability to teach play activities to other Midday Supervisors |
| **Personal Characteristics** | Calm under pressure  Empathetic Well organised Team player Creative Tolerant |  |