



Wistaston Academy Job Description for Midday Assistant

MAIN RESPONSIBILITIES

1. Ensure that children have a pleasant lunchtime experience; eat their food in an appropriate manner and enjoy varied activities in the playground.
2. Ensures the safety of pupils during the lunchtime period; taking into account pupil ages, disability and behaviour.
3. Arranges age-appropriate activities for pupils during inclement weather when children are inside.
4. Ensures application of the school behaviour policy during this period, referring serious issues to the Deputy Principal where applicable.
5. Responds to incidents (eg, misbehaviour, bullying/ violence, accidents or ill-health, loss of property, etc)
6. Refers to senior members of staff on duty in cases of emergency; or, if unable to contact staff, call for the public emergency services by dialling 999.

COMMUNICATION

1. To alert school staff to developing pupil behavioural incidents
2. To encourage behaviour in accordance with school standards

PHYSICAL RESPONSIBILITIES

1. To have enough stamina to be able to stay on feet throughout shift, walking around school site.
2. Lifting and carrying:
 - Children's recreation equipment
 - Tables and chairs in the school hall

RESPONSIBILITY FOR PHYSICAL RESOURCES

1. Carry out visual checks on school equipment, (eg, tables, chairs, etc, and the positioning of recreation equipment);

KNOWLEDGE

1. To manage pupils' behaviour and thereby ensure their safety and wellbeing during midday lunch periods.
2. To ensure compliance of all school policies within the school
3. To recognise child protection issues arising and potential safety hazards, and to carry out basic risk assessments
4. To carry out visual checks and risk assessment of school equipment and to report faults for rectification.

PERFORMANCE MANAGEMENT

Performance Reviewer: Deputy Principal

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.