



## JOB DESCRIPTION

### Mid-day Assistant

**Level 3 Points 3 - 5 £18,887 to £19,650 per annum pro rata**

**5 hours and 25 minutes per week**

#### **Purpose of Job**

Our Learning Support Assistants are expected to undertake a mid-day duty acting as part of a team, to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions. Our Mid-day Assistants are members of our Play Team. Under the general direction of the Play Coordinator, the Play Team Member will be responsible for supervising and providing a stimulating play environment for children. The Play Team Member may be asked to devise and deliver play activities appropriate to the age and individual needs of children and which reflect and maintain the Playwork Principles. The Play Team are also responsible for ensuring that all our children have a pleasant eating experience at lunch time, whilst maximising the time they can spend outside playing. You will support all our children as they visit the dining hall and are responsible for clearing and cleaning the hall to a state ready for use (e.g. for PE, school assemblies) in the afternoon.

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#### **Responsibilities of the post:**

Facilitate play opportunities and act as an ambassador for play.

To maintain the safety, welfare and good conduct of the pupils during the midday break.

To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room. Promote appropriate table manners and cutlery skills.

Encourage healthy eating habits.

#### **Specific Duties**

- Work as part of the Play Team to cover all lunchtime tasks daily. This will include sessions outside and also sessions in the dining hall.
- Work with the Play Coordinator to ensure all children have access to exciting play opportunities every lunch time.
- Facilitate play opportunities and act as an ambassador for play.
- To be aware of the names of children and to take account of children's needs when devising a programme of activities.
- To make the necessary preparations for childcare e.g. setting up the resources/space, preparing play activities and so forth appropriate for the age of child.
- To be aware of Child Protection procedures, to understand the necessary protocols and to communicate any concerns immediately to the Play Coordinator, DSL or Senior Leadership Team.
- To be aware of the school's policies on Admissions, Accidents, Behaviour, Play, Health and Safety, Inclusion, Employment, Complaints etc. and to incorporate these into everyday practice.
- To administer basic first aid as required.

- Coordinate and communicate with the Play Coordinator, Play colleagues and the Catering Team to ensure that all children visit the dining hall in a scheduled manner, to minimise queuing and maximise play time outside.
- Assist children at lunch, e.g. with queuing, getting seated, opening packets, spillages, disputes, clearing plates / cutlery and encourage good eating and social skills.
- Clear and clean the hall during service (e.g. spillages, assisting with waste food, trays and cutlery).
- Clean, pack down and store all dining hall furniture at the end of lunch. Sweep the floor ready for use in the afternoon
- To assist children with eating their meal if applicable.
- To provide the Play Coordinator with feedback or reports etc. as reasonably requested.
- To attend team meetings and training opportunities - this will contribute to the Play Team Member's professional development.
- To be responsible for any other activities considered to be commensurate with the role and responsibilities of the post.
- The post holder will be expected to act as an adult role model and support school policies when dealing with students or visitors to the school.
- To respect confidentiality at all times.

### **Job context**

The post holder will work under the general direction of the Play Coordinator. The Play Coordinator is directed by the Head Teacher/Governing Body who will take the lead on the strategic direction of the school, setting its philosophy and its vision. The post holder will have an important role in working directly with our children; working alongside the Play Coordinator and other Play Team members to deliver a programme of activities that is appropriate to the age and needs for the children in his/her care.

### **Supervision and work planning**

The Play Team member will not be required to supervise staff within the setting but will need to work with the Play Coordinator on planning activities for the children. It will be incumbent on the Play team to supervise children at all times. Please note: this supervision may be at some distance (methods of supervision could include direct, remote and roving).

### **Problems and decisions**

The Play Team member will be required to resolve day to day issues of a practical or routine nature amongst the children but issues of an operational or organisational nature should be referred to the Play Coordinator.

### **Knowledge, experience and training**

- Previous experience of play work or working with children highly desirable
- Knowledge and/or understanding of the Playwork Principles desirable
- Previous first aid experience desirable (basic First Aid training will be provided)
- Literacy and numeracy: Ability to follow written guidance and procedures
- Problem solving: Ability to identify and resolve straightforward problems and refer complex problems to an appropriate member of staff
- Verbal and written skills: Play team members will be required to record incidents swiftly and add to appropriate central school records. Ability to give clear verbal instructions to children and team members. Ability to follow good protocol.

### **Skills and personal attributes:**

- Enjoy working with young people (all ages in the primary school range 4 – 11 years).
- Positive and supportive attitude towards young people of all ages, abilities and backgrounds.

- Confident in working with and able to influence and negotiate with children from Reception (4 years old) to Year 6 (11 years old).
- Strong teamwork skills; enjoy being part of a team, supportive, flexible and reliable.
- Practical, solutions driven.
- Friendly, approachable and caring manner.
- Dependable, with good time keeping.
- Willingness to try new things and work outside comfort zone.

### **Physical effort and/or strain**

Working with children is demanding and requires stamina and resourcefulness. This post will require physical effort, such as initiating active games, demonstrating safe play, walking on uneven surfaces (slopes, sand) and moving 'loose parts' materials, containers and furniture.

### **Working environment**

The working environment will be part, or all of the school premises or accommodation selected by the school. Areas of high use are the outdoor play spaces (playgrounds, outdoor seating, wooded / scrub areas, 'The Beach' and Mud Kitchen,) and the dining hall, but not restricted to these.

### **General**

To undertake any training commensurate with the post. All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others. Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade

The post holder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared. The post-holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.

Whilst the school hours are set, it is inevitable that other duties will be required from time to time. The post holder should be willing to work flexibly to deal effectively with such eventualities.