



ST. HELEN'S CATHOLIC PRIMARY SCHOOL **JOB DESCRIPTION**

MISSION STATEMENT

**RESPECT YOURSELF,
RESPECT EVERYONE IN OUR SCHOOL COMMUNITY,
RESPECT EVERYONE IN OUR LOCAL COMMUNITY,
RESPECT EVERYONE IN OUR GLOBAL COMMUNITY
BUT MOST OF ALL, RESPECT GOD OUR FATHER IN HEAVEN.**

Job Title: Senior Midday Assistant

Grade: Points 11 to 14

Report to: Headteacher (Assistant Headteachers in the absence of the Headteacher) and School Business Manager

Responsible for: Midday assistant team and all pupils

Liaison with: Pupils, Senior Leadership Team, Teaching Staff and Catering Staff

Job Purpose:

To lead and supervise a team of Midday Assistants (MDAs), ensuring the safety, welfare and good conduct of pupils during the lunchtime. Must implement school policy and procedures within the MDA Team and throughout lunchtime.

Duties and responsibilities

- To organise and supervise a team of midday assistants to ensure the safety, welfare and good conduct of pupils.
- Re-organise during absences, in order to maintain appropriate supervision in all areas
- To know when, how and with whom to share information and the confidential nature of the information is respected by your MDA team.
- To use clear language to communicate instructions to your MDA team and be able to overcome communication barriers with children and adults.
- To devise rotas for effective use of all MDA's.
- To alert the Headteacher to any concerns regarding an individual child or group of children.
- To take a lead in organising activities/games for children as appropriate and ensure all staff are in relevant zones.
- To ensure there is suitable play equipment in use on the playground and in the classrooms during wet lunchtimes.
- To organise and supervise the return of play equipment.
- To motivate and oversee pupil play leaders.
- To enforce the necessary sanctions
- To take a lead in dealing with minor incidents and to report any serious incidents to the Headteacher or Assistant Headteachers at the earliest opportunity.

- To administer basic first aid as necessary.
- To ensure that all necessary records relating to accidents, first aid administered, are completed by all midday staff.
- To understand the role of others and have the ability to establish rapport and a respectful and trusting relationship with children and adults.
- To identify training needs.
- To support the induction of new members of staff