



## ST ANTONY'S CATHOLIC PRIMARY SCHOOL

**Headteacher: Miss Chantal Pampellonne**

Mornington Road, Woodford Green, Essex IG8 0TX

Tel: 020 8504 4706 [www.stantonyscatholicps.co.uk](http://www.stantonyscatholicps.co.uk)

**JOB TITLE: Mid-Day Assistant**

**SCALE: LBR 1c**

**Reports to :** Deputy Head

**Purpose of Job:** Ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and play activities. Responsible for the health, safety, conduct and well being of all pupils. Also ensure the smooth running of the meal arrangements by anticipating and dealing with problems and promoting constructive play ideas with pupils.

You are required to actively promote the aims of the school as seen in the Mission Statement and to strengthen the Catholic ethos of St Antony's.

### Main activities

- Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
- Support pupils in meal arrangements.
- Engage in playtime activities with pupils.
- Ensure that the pupils dry their hands.
- Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.
- Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal. Pour water for the pupils.
- Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils either side of them.
- Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean.



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- Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.
- Ensure pupils are dressed appropriately for the weather.
- Make sure that toilets are used sensibly.
- Ensure that pupils are not in the building when they should be outside.
- Encourage good behaviour in the playground (follow the appropriate policy).
- Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch.
- During wet lunchtimes: Supervise a class while they play classroom games, draw or finish school work; read a story or play games; ensure equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session.
- To recognise and report on child protection issues according to school policy.
- Communicate any general concerns to the class teacher at the end of the lunchtime.
- Prepare, maintain and use resources required to meet requirements and assist pupils in their use.
- Ensure the pupils are always supervised, arrive punctually to their classroom, and the area is tidied up each day. Ensure the playground equipment is used and stored properly.
- Be punctual and reliable.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Organise any further responsibilities allocated by the Headteacher.

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### **General**

Attend and participate in relevant meetings, training and other learning activities and performance development as required.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

**Please note that ALL holidays must be taken during the school holidays.**

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