

Role Profile: Early Years Foundation Stage Midday Assistant

Purpose

To supervise and secure the safety and welfare of pupils during the lunch break.

Key Accountabilities (6-8 max)

- To responsible for the supervision of pupils in the dining hall, playground and on the school premises
- To ensure the pupils line up in an orderly queue for lunch or whilst waiting their turn for dinner
- To encourage the development of social skills amongst the pupils i.e. eating properly by using the correct cutlery and having good table manners
- To ensure the pupils take responsibility for clearing away their utensils and cleaning their tables.
- To promote good behaviour and discipline within the policies and procedures of the school
- To encourage skills of self-discipline i.e. how to move around the school, socialising with others
- To monitor behaviour in cloakroom (and toilet) areas
- To have a first aid qualification or be willing to undertake training to be able to assist the duty first aider in cases of accident and injury
- To be flexible with duty rota according to the needs of the school

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	General standard of education	
Skills		First Aid Qualification
Experience		Worked with children

Key Stakeholders:

Internal – Colleagues & Pupils

External – Parents

Signed: Name (print):

Date: