**Role Profile: 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: ……………………………………………..**