

**WARRINGTON BOROUGH COUNCIL
CHILDREN'S SERVICES DIRECTORATE**

JOB DESCRIPTION

DEPARTMENT/SCHOOL: Glazebury C.E. (Aided) Primary School

POST TITLE: Midday/Playleader Assistant

Grade: Grade 3

REPORTS TO: Senior Leadership Team & Senior Midday

RESPONSIBLE FOR: Care and supervision of children during midday in a maintained nursery/primary school setting.

PURPOSE AND SCOPE OF THE POST

Midday supervisory assistants are responsible, under the direction of the Headteacher for helping with the care and supervision of children in the school during the midday period, between morning and afternoon lessons. The work will be carried out in the dining room, school or playgrounds. The exact duties will be laid down by the Headteacher in accordance with the specific needs of the school, but these will normally include:

PRINCIPAL DUTIES AND RESPONSIBILITIES

Dining room – Care and Supervision of Children including:

- Control of groups or queues waiting for service in accordance with school organisations
- Supervision and control of table behaviour, assisting children where necessary
- Assistance with food distribution – particularly dispersed dining
- Supervision or assistance with service
- Supervision of return of dirty dishes
- Supervision of hygiene

Playground and other Areas:

- Supervision of hand washing;
- Care and supervision of children in playgrounds and other parts of the school, including toilets
- Group activities e.g. round games, singing games, skipping, ball playing etc
- Use of school resources to be agreed with Headteacher, e.g. use of paper, paint, pencils, etc.

SUPPORT FOR THE PUPIL

- Establish good working relationships with pupils
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by other adults and children.

SUPPORT FOR THE TEACHER

- Communicate with other members of staff as need to support school policies
- Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested.
- Promote positive values attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.

- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under teacher's supervision.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality, behaviour and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- First Aid - responsible for rendering first aid in the case of a simple accident or for calling assistance in more serious cases- ALL accidents are to be recorded in the accident book
- Assist in the specific medical and care needs of children when specific training has been undertaken.

NOTE:

Notwithstanding the details in this job description, in accordance with the Council flexibility policy, the job holder will undertake such duties as maybe determined by the Headteacher from time to time up to or on a level consistent with the principal responsibilities of the job.