

The Learning for Life Partnership

C/O Leighton Academy, Minshull New Road, Crewe, CW1 3PP

Tel: 01270 814016 Email: admin@tlflp.co.uk



Job Title:	Midday Assistant AAAD5003
Responsible to:	Midday Supervisor/School Senior Administrator / Principal

Purpose of the Role

The Job Holder is responsible for ensuring supervision of all pupils during the lunchtime period both in the dining area and during playground activities.

Main Duties and Responsibilities

- Ensures the safety of pupils during the lunchtime period; taking into account pupil ages, disability and behaviour.
- Arranges age-appropriate activities for pupils during inclement weather.
- Ensures application of the school behaviour policy during this period, referring serious issues to the Midday Supervisor where applicable.
- Refers to senior members of staff on duty in cases of emergency; or, if unable to contact staff, call for the public emergency services by dialling 999.

Additional Duties

- To be aware of and comply with policies and procedures relating to safeguarding, child protection, health and safety, confidentiality at all times.
- A duty to keep all pupils safe from harm at all times and to take reasonable steps to ensure the safety and well-being of pupils.
- Contribute as a school leader to the ethos and environment of the school.

NOTE: Notwithstanding the detail in this job description, in accordance with The Learning for Life's Flexibility Policy the job holder will undertake such work as may be determined by the Principal / Midday Supervisor from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Trust.

The Learning for Life Partnership
Working in partnership to improve life chances for all