



GREEN LANE PRIMARY ACADEMY

Head Teacher Jackie Walsh B.Ed (Hons)
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JOB DESCRIPTION

Role: to provide supervision of children in the dining hall, school or playground during lunchtime.

Duties:

- supervise children on the playground before and after lunch
- assist children in playing appropriate playground games
- give clear instructions to children regarding lunchtime procedures
- listen carefully to what children have to say and respond appropriately
- supervise and assist children having lunch or waiting to go for lunch
- ensure dining hall systems operate appropriately
- escort children to and from the dining hall
- assist in maintaining a safe environment for pupils and staff
- supervise children in classrooms during wet playtimes
- promote Green Lane's positive behaviour
- take part in appropriate training and development

Midday Assistants, in addition to their specific rota duties should:

- promote good behaviour and attitudes
- be a positive role model
- use a calm voice choosing polite and respectful words
- follow school policy for lining up and listening behaviour
- follow safeguarding policy and processes
- work under the direction of the Senior Midday Assistant