

**GREEN LANE PRIMARY ACADEMY**

The lunchtime should be effectively managed and run smoothly. This time should be safe, happy and social.

**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 smoothly
* 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 Plan
* 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
* use praise to reward good behaviour
* follow school policy for lining up and listening behaviour
* follow safeguarding policy and processes
* work under the direction of the Senior Midday Assistant