

Colnbrook School

*“Working Together... Achieving
Together...Aiming Higher”*

A Specialist Primary School for Children with
Learning Difficulties, Autism and Speech &
Language Difficulties



TITLE OF JOB : **MIDDAY LEARNING ASSISTANT**
GRADE : **HB**
LINE MANAGER : **Deputy Head**

1. PURPOSE OF YOUR JOB

To prepare the dining room for school lunches, clear away afterwards and to supervise Pupils whilst they eat lunch.

2. MAIN AREAS OF RESPONSIBILITY

- Prepare the layout of the tables in preparation for lunch including laying up tables.
- Supervise the pupils when they are in the dining room eating lunch.
- Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables and wiping the tables and sweeping the floor.
- Supervise the pupils on the playground(s) during their playtime
- To adhere to school policies and procedures including safeguarding.

3. ORGANISATION

To work as a member of the Midday Learning Assistant Team and report to the Deputy Headteacher.

4. JOB CONTEXT

Working with assistants to ensure that the school lunch breaks start and finish on time. Supporting pupils to eat their cooked or packed lunch and supervising the pupils over the lunch period, including cutting food.

5. CONTACTS

- Midday Learning Assistants and other teaching and support staff
- Pupils with special educational needs.
- Catering staff

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working in an environment where there are children and young people would be desirable but not necessary.
- Knowledge of basic hygiene procedures.

7. PROBLEMS AND DECISIONS

- Sometimes difficult behaviour from pupils in the dining room which is to be reported to the Class Teacher, LSA or Deputy Headteacher.
- Occasionally a child may feel unwell during lunch and need help. This should also be reported to the Class Teacher, LSA or Deputy Headteacher or if medical advice is required, reported to a First Aider.

8. PHYSICAL EFFORT

Moving and carrying dining tables and chairs at the beginning and end of the shift.

9. WORKING ENVIRONMENT

This work is done both indoors and outdoors.

10. ADDITIONAL INFORMATION

Pupils can sometimes display difficult behaviour. Information about individual pupils can be found in a Pen Picture File in the Kitchen.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.