

Colnbrook School

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

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



Head Teacher: Caroline Aplin

TITLE OF JOB : MIDDAY LEARNING ASSISTANT
GRADE : HA
LINE MANAGER : Assistant Head

1. PURPOSE OF YOUR JOB

To support the school during lunchtime as a Midday Learning Assistant.

2. MAIN AREAS OF RESPONSIBILITY

- To supervise children during a variety of activities and in a range of areas around the school e.g. the hall, playground, during lunch.
- Prepare the layout of the tables in preparation for lunch including laying up tables.
- Supervise the children when they are in the dining room eating lunch and in the classroom.
- 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 and provide individual and group support for children with a wide range of special educational needs.
- Use curricular knowledge or experience to support children's learning.
- 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 Assistant Headteacher.

4. JOB CONTEXT

Working with staff to ensure that the school lunch breaks start and finish on time. Supporting children to eat their cooked or packed lunch and supervising the children over the lunch period.

Colnbrook School

Hayling Road, South Oxhey, Watford. WD19 7UY Tel: 0208 428 1281

e-mail: admin@colnbrook.herts.sch.uk website: www.colnbrook.herts.sch.uk

5. CONTACTS

- Midday Learning Assistants and other teaching and support staff
- Children 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 children in the dining room which is to be reported to the Class Teacher, LSA or Assistant Headteacher.
- Occasionally a child may feel unwell during lunch and need help. This should also be reported to the Class Teacher, LSA or Assistant 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

Children can sometimes display difficult behaviour. Information about individual children 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.

Written: Dec 2024

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