

Ellington Infant School

Job Title: Midday Play Assistant
Location: Alternating between classroom, cloakroom, dining hall and playground.
Time: 1 hour 15 minutes.
Salary:

Purpose of job: To assist the Midday Play Supervisor and the head in following and maintaining established good lunchtime procedures.
To supervise the children during their lunch break

Specific duties:

- To collect the children from their class.
- To organise, including resourcing, and model play activities. This includes develop, promote and initiate safe yet imaginative play in the playground. Poor behaviour is often the result of bored children.
- To ensure that the children go to the toilet, wash their hands and line up quietly in the corridor.
- To monitor the children as they walk quietly and calmly towards the dining room or playground, depending on whether they are first second or third sitting.
- Encourage the children's independence when choosing food, sitting, eating and cleaning away.
- Encourage politeness and good manners, assisting where necessary.
- Ensure the children leave the canteen in a controlled, quiet manner.
- See that the children are appropriately dressed for the weather.
- Encourage safe play in the playground and discourage children from leaving the supervised play area to go to the toilet or along the side of the school.
- Carry a basic first aid kit i.e. bottle of water, gloves, gauze and plasters.
- Administer basic first aid. If any child needs additional first aid that cannot be dealt with on the playground liaise with the other midday play assistants to look after your children while you bring them in to one of the school's first aiders.
- All accidents are recorded in the class Accident book. Any injuries that worry you and **all** head injuries report to Senior MPA or Senior Teaching staff.
- Treat all children in a positive manner in line with the school behaviour policy.
- Be aware of child protection issues and your own safety, and report any concerns.
- Liaise with the class teacher briefly at the end of the lunchtime and report any good behaviour. Liaise with Senior MPA re poor behaviour.
- In the event of a wet lunchtime, supervise the children in their own classrooms, taking note of any equipment the children may use (usually in a box labelled wet playtimes).
- Be available for any training sessions that are organised to help you improve the way you work, especially induction sessions at the beginning of your contract with us.
- Be flexible to changes in arrangements that may be made from time to time under the direction of the headteacher.
- Be aware of, and assist with, Health and Safety and security procedures within the school.
- Such other duties as the headteacher may, from time to time, require.
- Take part in annual professional development reviews.

Responsible to: Senior Midday Supervisor and Headteacher