



Oughtrington Community Primary School

Job Description

Post Title: Mid-day Assistant
Scale: Grade 3 (£12.65 per hour)
Reports to: MDA Supervisor

This role involves the supervision of children in the dining hall, playgrounds and school. It also involves setting up tables and chairs in the dining hall ready for lunches. The role requires a lot of positive interaction with all children in the dining room and on the playground. It is essential that all Mid-day Assistants (MDAs) are aware of confidentiality issues.

Any safeguarding issues/concerns should be discussed with the Head or Deputy Head.

Dining Room

The role of the MDA is to:

- Make sure that all tables and benches are wiped between sittings
- Direct children to the correct tables and keep noise levels to a minimum by utilising effective systems, e.g. a hands up signal
- Encourage children to eat their food and use their utensils correctly
- Make sure that children have their lunches checked before they leave the room
- Put notes in children's lunch boxes if they don't like their lunch so that parents/carers are notified
- Communicate verbally to the class teacher if children haven't eaten their lunch
- Help children to open packets, wipe up spills etc
- Encourage children to be polite and have good table manners, using verbal praise and stickers
- Ensure that the dining room runs smoothly, so that the kitchen don't have gaps in their serving of meals
- Encourage children to keep their eating space clean; including the floor space as this can lead to safety issues
- Encourage good behaviour and healthy eating by awarding stickers and praising
- Make sure that all tables and benches are wiped clean at the end of lunch time before storing safely

Playground

The role of the MDA is to:

- Keep a watch on children moving around to ensure that as many children as possible are seen
- Ensure that all children are safe. If First Aid is needed then MDAs need to decide whether a First Aider needs to be involved. If a First Aider is involved they will ensure that any injuries are logged and letters are sent home to parents/carers
- Encourage good behaviour and sensible play by awarding stickers and/or praise. Acts of kindness/good behaviour can also be reported to the class teacher or TA so that they can also praise the child
- Ensure that the playground areas are used correctly and are fully utilised
- Listen to children, taking their complaints/issues seriously; investigating any problem thoroughly. If a problem cannot be resolved then firstly consult the Senior MDA, who will then consult a Team Leader/Deputy Head or the Head if necessary
- Discourage certain activities – rough play, grabbing coats etc
- Ensure that children are ready to enter the dining room calmly
- Plan time for children to collect and put the outdoor toys away before lunch finishes
- Ensure that just before the end of lunchtime a whistle needs to be blown so that children line up, are calm and ready to start their afternoon's learning

Wet Play

The role of the MDA is to:

- Ensure that all classes are supervised within their own classrooms (each class has their own wet play resources which should be utilised and will ensure that children are engaged in activity)
- Discuss any problems in the classroom with the class teacher so that they can re-visit the class rules with the children