



# Snaresbrook Primary School

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London Borough of Redbridge

## Mid day Assistant Job Description

Under the direction of the Deputy Headteacher and Midday HLTA, you will be working as part of a team involved in the supervision of pupils throughout the lunch period ensuring their health, safety, welfare and good conduct. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

### You will be:

- Be punctual and reliable.
- Maintain confidentiality.
- Work as part of a team.
- Be flexible.
- Deal sensitively and calmly with children, who may be upset or unwell.
- Demonstrate sensitivity and tact in contentious situations as well as challenge and problem solve.
- Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
- Support pupils in meal arrangements.
- Engage and communicate with children in a positive manner and encourage children in play activities.
- Ensure that the pupils move through the school quietly and behave in an orderly way in the dining hall.
- Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils either side of them.
- Positively promote good pupil behaviour, dealing promptly with conflict and incidents in line with established school policy and encourage pupils to take responsibility for their own behaviour.
- Encourage pupils to be independent in clearing away after a meal.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Ensure pupils are dressed appropriately for the weather.



## **Responsibilities**

- Attend and participate in relevant meetings, training and other learning activities and performance development as required.
- Be aware of and comply with school policies and procedures relating to behaviour, child protection, health, safety and security, confidentiality, data protection and leave of absence reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity.
- Be responsible for own health and safety, as well as that of colleagues, pupils.
- Employees should co-operate with the leadership team, follow established systems of work, use protective equipment where necessary and report defects and hazards to the Line Manager.