



Job Title: SEND Midday Play Assistant

Grade: Grade 2

Hours: 1 hour per day

Weeks: Term Time

School: Harrow Lodge Primary School

Responsible to: Headteacher

Line Manager: SENDCo

Main purpose of the job

Under the direction of the SENDCo / Headteacher, to effectively supervise a pupil with SEN during the lunch period, providing a continuous, calm and reassuring presence. The MDPA is expected to ensure the safety, welfare and good conduct of the pupil in accordance with school policy.

The MDPA is expected to oversee the child eating their lunch and to engage in play activities with the child so that their playtime is an enjoyable, sociable and learning experience.

Midday Play Assistants have a shared role within the school in helping to raise the social achievements of pupils. They are responsible for ensuring that lunchtimes are an enjoyable and safe experience for all the children so that they are physically and mentally prepared to learn during the afternoon.

Duties and responsibilities

- To ensure the safe and calm movement of the designated child from playground to dining hall and from dining hall to playground.
- To assist in the dining area and encourage good eating practices, ensuring safety with cutlery and courtesy towards servers and monitors. To encourage the designated child to eat their midday meal and assist with cutting up food, pouring liquids, etc where necessary, paying particular attention to those with special needs or disabilities.
- To supervise the designated child or group of pupils in the dining hall and other parts of the school during the lunch period, helping to organise the dining area and playground space appropriately.
- To promote the school behaviour policy, assisting with maintaining discipline and supporting children to resolve conflicts in a positive way.
- To deal with incidents of misbehaviour by appropriate intervention, using the Restorative Approach to behaviour management, and report serious incidents to the Midday Play Supervisor or SENDCo as appropriate.
- To be aware of pupils on special or restricted diets for medical reasons from information provided.
- To deal promptly with minor incidents, eg cleaning up food spillages, pupils' accidents with toileting and changing clothes.

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- To tend to the designated child if they are sick or injured in accordance with the school's accident/injuries procedures, administering initial first aid and reporting serious injuries to the named first aider and/or supervisor.
- To be aware of the designated child's needs and pupil relationships and to follow strategies agreed with the teacher for addressing those needs.
- To report, and bring to the attention of the relevant class teacher, any serious incidents of pupil misbehaviour.
- To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures.
- To assist with both inside and outside play activities encouraging all children to take part along with the designated child, to co-operate and show respect for others.
- To ensure that pupils keep out of areas that are out of bounds and don't leave the school premises.
- To monitor the toilet areas, addressing inappropriate behaviour, dealing with immediate issues and reporting to the school keeper, or other relevant person, any damage or repairs required.
- To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person.
- To be aware of responsibilities under child protection legislation and report any concerns to a senior supervisor.
- In addition to the specific responsibilities of the post, as a member of the support team, the post holder will be expected to assist with other tasks of a similar nature, appropriate to the grade, as directed by the head teacher.

Appraisal of Performance

- To take part in the school's performance management framework for support staff and participate in training and development activities as required.
- Participate in a competence review to determine suitability for progression and/or further development needs.

Additional Requirements

- To undertake any further tasks which could be reasonably expected by the Headteacher and carry out any relevant training to improve performance and take part in the school performance management system.
- The post is one that carries responsibility for the wellbeing and welfare of a designated child and the post holder should be aware of this and the need to act accordingly.
- It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.
- This is an Equal Opportunities post and is in accordance with the Trust's Equal Opportunities Policy. This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

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Person Specification **E – Essential** **D – Desirable**

Non-Negotiable Personal Qualities and Skills	E	D	Assessed by
Must like children and enjoy working with them	✓		Interview
To engage with CPD and contribute to whole team/school developments as required.	✓		Interview
A willingness to promote the ethos of the school and be supportive of the school	✓		Interview
Calm, confident manner which is assertive but not confrontational	✓		Interview
Good time-keeping	✓		Interview
To keep up to date with school news and developments	✓		Interview
To take holidays outside school term time.	✓		Interview
Skills and Abilities			
Ability to communicate and interact effectively with children from a wide range of social, economic, cultural and religious backgrounds	✓		Interview
Ability to communicate effectively in English, orally, in writing and through radio.	✓		Interview
Ability to speak a community language other than English		✓	Interview
Have good listening skills	✓		Interview
Have enthusiasm, empathy, warmth and a sense of humour & patience	✓		Interview
Ability to be flexible, adaptable, positive, dedicated and trustworthy	✓		References & Interview
Skills to support children to resolve conflicts constructively	✓		Interview
Skills to respond effectively to minor injuries, accidents and incidents.	✓		Interview
Awareness of first aid procedures.		✓	Application
Ability to work under pressure	✓		Interview
Able to maintain confidentiality at all times about school issues, within school and in the wider community	✓		Interview
Knowledge			
Working with Non-verbal children with autism	✓		Interview
How to support a child whilst encouraging independence	✓		Application interview &
The importance of adults as role models and the importance of this for Midday Play Assistants	✓		Application interview &
Commitment to, and promotion of, all aspects of equal opportunities, inclusion and Safeguarding Children as well as compliance with the requirements of the Health and Safety at Work Act 1974	✓		Application interview &
The legal implications and restrictions covering the recording of personal information, including the Data Protection Act (GDPR)		✓	Interview
Knowledge of the behaviour patterns that might indicate problems such as child abuse, substance abuse or bullying		✓	Application interview &
Qualifications and Experience			
Experience of working with children outside the domestic setting		✓	Interview
Experience of working as part of a team		✓	Application
Qualifications relevant for the job		✓	Application
Disqualifying Factors			
Indication of sexist, racist or anti-disability attitudes or any other attitudes in conflict with the Trust's Equal Opportunities Policy.	✓		References

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