

# 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, classroom, playground, during lunch.
- Attend to children's personal needs, including social, health, hygiene, intimate care, first-aid and welfare matters in line with school policy.
- 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.

**Colnbrook School**

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

e-mail: [admin@colnbrook.herts.sch.uk](mailto:admin@colnbrook.herts.sch.uk) website: [www.colnbrook.herts.sch.uk](http://www.colnbrook.herts.sch.uk)

#### **4. JOB CONTEXT**

Working with staff to ensure that the school lunch breaks start and finish on time. So that Staff have a break and children are safely supervised.

#### **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 children may display difficult behaviour which is to be reported to the Class Teacher, LSA or Assistant Headteacher and recorded appropriately.
- 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**

Information about individual children can be found in their pen pictures in the class folder.

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**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: Sept 2025

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