

JOB DESCRIPTION

Job Details

Post Title	Midday Assistant
Responsible to	Line Manager

Purpose of job

To work as part of a larger team supervising and monitoring pupil behaviour during the midday break, under the direction of senior staff.

Responsibilities

1. Supervise activities and maintain the health, safety, welfare and safeguarding of pupils during the midday break.
2. To monitor pupil behaviour, discouraging anti-social and poor behaviour and dealing with incidents of inappropriate behaviour in line with the Academy's Behaviour Policy.
3. Encourage pupils to eat healthy balanced meals.
4. To deal with minor injuries, providing emotional support and liaising with first aiders and senior staff as appropriate.
5. Maintain a clean dining area, cleaning up spillages of food or liquid during/after meal service.
6. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
7. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Midday Assistant will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Midday Assistant will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Midday Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Midday Assistant will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Midday Assistant is employed for six hours and 15 minutes per week, term time only.

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Midday Assistant will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Midday Assistant will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

Beanfield Primary School

Mid-day Assistant- Person Specification

Education and Qualifications	Criteria	Assessment
Current First Aid qualification	D	I
Experience	Criteria	Assessment
Supervising groups of children	E	A/I
Previous experience of working in an educational setting.	D	A/I
Knowledge and Understanding	Criteria	Assessment
Managing the behaviour of groups of children.	E	A/I
An understanding of child development and social interaction and the value of constructive play opportunities.	D	A/I
Skills	Criteria	Assessment
Work as part of a group and individually	E	A/I
Inspire trust and confidence in children	E	A/I
Encourage high standards of pupil behaviour at all times	E	A/I
Communicate effectively (both orally and in writing) to an appropriate standard	E	A/I
Recognise behaviour giving cause for concern, and inform appropriate staff	E	A/I
Personal Qualities	Criteria	Assessment
Have a passion for education and developing the whole child.	E	I
Be able to demonstrate a commitment to personal professional development.	D	I
Positive and enthusiastic approach towards work.	E	I
Be able to work on own initiative, as well as part of a team, and under the direction of the line manager.	E	I
High expectations of self and others.	E	I
Flexible and adaptable.	D	I

Criteria Key

E Essential
D Desirable

Assessment Key

A Application Form
I Interview