



HEARTS ACADEMY TRUST



# MIDDAY ASSISTANT JOB DESCRIPTION

# HEARTS VALUES

## Redefining Possibilities

Our HEARTS values form the foundation of our culture of care, inclusion, mutual respect, and service to our communities which empowers all to flourish and make a difference.



### HAPPINESS

We promote **happiness** and good mental health & wellbeing by building relationships that have a strong, shared sense of purpose, where all are valued and belong. Our curriculum is rich in opportunities and experiences that ignite a love of learning.



### EQUITY

We are engines of social justice: we ensure everyone is treated with **equity** and help those who need it, overcoming barriers and battling against unfairness.



### ACHIEVEMENT

We facilitate and celebrate **achievement** within and beyond our schools, recognising the individuality of success, enabling all to fulfil their potential and prosper.



### RESILIENCE

We develop **resilience** through hard work and cultivating courage in the face of adversity. We foster independence of thought, a willingness to take risks, persevere and learn from mistakes, taking responsibility over our decisions.



### TRUTH

We model **truth**, integrity and authenticity: doing the *right* thing, because it is the right thing, even when it is difficult.



### SPIRITUALITY

We promote **spirituality** through empathy, reflection and appreciating diverse backgrounds and cultures. We endeavour to live life in all its fullness through a deepening sense of awe and curiosity, expanding connections with the wider world around us.

# MIDDAY ASSISTANT JOB DESCRIPTION

## Qualifications & Experience

Detail	Examples
Job Title	Midday Assistant
Grade	Band 1, NJC 2-3
Reports to	Senior Midday Assistant / Headteacher
Responsible for	N/A
Liaison with	Pupils Senior Midday Assistant Administrative Staff Headteacher Teaching staff Catering and Caretaking Staff
Job Purpose	Acting as part of a team, to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions.
Principal Accountabilities	To maintain the safety, welfare and good conduct of a child with SEND and other pupils during the midday break
Duties	<ul style="list-style-type: none"> <li>To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room</li> <li>To assist children with eating their meal if applicable</li> <li>To clear tables when meals are finished and clear up any associated spillages</li> <li>To enforce the necessary sanctions for maintaining good order</li> <li>To administer basic first aid and medication as required</li> <li>To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed</li> <li>To provide pastoral care, guidance and routine advice to pupils as appropriate</li> <li>Where necessary and appropriate to lead games and activities with the children</li> <li>To alert the Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children</li> </ul>
General	<ul style="list-style-type: none"> <li>To attend relevant training and meetings as required</li> <li>To respect confidentiality at all times</li> <li>To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the line manager</li> <li>To understand and apply school policies in relation to the health, safety, welfare and behaviour of pupils</li> <li>To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School to carry out appropriate duties within the context of the job, skills and grade</li> </ul>
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**Name of employee:**

**Signature of employee:**

**Date:**