

Job Description

Langenhoe Community Primary School is part of the LIFE Education Trust, a family of schools who work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people to join the LIFE team who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Midday Assistant
Scale	2.3-2.4
Contract Term	Permanent
Contract Type	Part-time
Hours per week	7.5
Days per week	Monday-Friday: 12.00pm-1.30pm (term time only)
Weeks per year	38
Reports to	Head of School & Senior Midday Assistant
Liaison with	Executive Headteacher; Head of School; Teaching, Catering & Caretaking staff
Role 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 morning and afternoon teaching sessions.
Principal Accountabilities	
	To maintain the safety, welfare and good conduct of the pupils during the midday break.
Duties	
	• To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room. • To assist children with eating their meal if applicable. • To clear tables when meals are finished and clear up any associated spillages. • To enforce the necessary sanctions for maintaining good order. • To administer basic first aid as required. • To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed. • To provide pastoral care, guidance and routine advice to pupils as appropriate. • Where necessary and appropriate to lead games and activities with the children. • To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children.
General	
	• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job role.

Job description is current at the date shown, but in consultation with you, may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description.

Signed: _____(MDA)

Date: ____ / ____ / ____

Person Specification

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R) Task (T)
Education and Experience		
Working with or caring for children	E	A, I
Knowledge of First Aid	E	A
Basic reading and writing skills	E	T
Ability to count and undertake basic calculations	E	A, I, R
Ability to use basic equipment eg photocopier, video	D	A
Key Skills and Abilities		
Effective oral and written communication skills with ability to complete basic forms	E	A, I, R, T
Good interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a range of contacts	E	I, R
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	I, R
Seek support to overcome communication barriers with children/adults	E	A, R
Understand and support the differences in children and adults and respond appropriately	E	
Empathy with young people facing barriers to their learning	E	I, T
A commitment to helping young pupils achieve through education and learning	E	I
Understanding of games and activities which support learning	E	A, R
Understanding of the way in which games and activities can help children develop	E	I, R
Understand the importance of physical & emotional wellbeing	E	I, T
Understand the role of others working in the school	E	A, I, T
Ability to establish rapport and respectful and trusting relationships with children, their families/carers & other adults	E	I
Ability and willingness to work constructively as part of a team	E	I
Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy	E	I, T
Understand procedures & legislation relating to confidentiality	E	I, R
Ability to provide a good role model to young pupils	E	I
Ability to use own initiative and work flexibly	E	I, T
Understand and implement child protection procedures	E	I, T
Basic understanding of Health & Safety		
Attributes		
An excellent record of punctuality and attendance	E	I, R
Good organisational and time management skills	E	I, R
Ability to work as part of a team and follow instructions	E	I, R
Be prepared to develop and learn in the role	E	
Willingness to undertake continuing professional development	E	A, I
An understanding of Safeguarding legislation and its operation in a school environment	E	I