

Job Description

Job title: Midday Assistant

Reports to: Senior Midday Assistant/ Assistant Headteacher

Responsible for: Not Applicable

Pay Scale: 1-2 Pay Points: 3 - 5

Overall Job purpose:

Acting as part of a team, taking care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions.

Principal Duties and Responsibilities

- To maintain the safety, welfare and good conduct of the pupils during the midday break
- 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 Duties

- To have due regard to the provisions of Health and Safety at work legislation
 - To have due regard to the Trust's Equal Opportunities Policy
 - To be aware of the confidential issues regarding this post including adhering to GDPR requirements
 - To undertake any other duties that are within the grade and scope of the post, as determined by the Headteacher/Manager.
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- To undertake annual mandatory and statutory training as directed by the Trust or School.

Developing self and working with others

- Promote and maintain a culture of high expectations for self and others
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- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues

Scope:

The post-holder will be based at one of the Partnership Schools and will be expected to work across the Partnership, travelling from time to time to school sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

Safeguarding:

The Compass Partnership of Schools is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust

Person Specification

Criteria	Essential	Desirable	How tested
Qualification		<ul style="list-style-type: none"> • Literacy Basic reading and writing skills • Numeracy Ability to count and undertake basic calculations 	
Experience		<ul style="list-style-type: none"> • Experience working with children and young people • Able to build and maintain excellent relationships • Excellent verbal and written communication skills • Knowledge of First Aid • Ability to use basic technology equipment e.g. photocopier, ipad, computer • Able to work as part of the wider team and work on own initiative • Able to work under pressure, plan ahead and prioritise workload • Accurate and 	

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		<p>efficient record keeping</p> <ul style="list-style-type: none">• Excellent communication skills at all levels, both in school and within the wider school community	
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		<ul style="list-style-type: none">• Professional at all times, demonstrating and modelling school values	
Knowledge and Skills			
Personal attributes		<ul style="list-style-type: none">• Punctual, dependable and trustworthy• Is proactive and actively seeks solutions• Discreet, tactful and able to maintain confidentiality• Patient, courteous and positive	

Name:

Signed:

Date:
