



NET Academies Trust – Harlow Cluster

Job Description – Midday Assistant

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| Job title | Midday Assistant (MDA) |
| Grade | Sacle 1, Point 1 |
| Reports to | Head of School |
| Job Purpose | To act 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 |
| Duties | <ul style="list-style-type: none">-To remain vigilant towards the activities of the children at all times-To supervise the children at lunchtime-To maintain the safety, welfare and good conduct of the children-Where necessary, to assist children in selecting their meal and sitting in an appropriate place in the dining hall-Assist children with eating their meal, where applicable-Clear tables when meals are finished and clear up any associated spillages-Enforce the necessary sanctions for maintaining good order-Administer basic first aid as required (following first aid register)-Keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed-Provide pastoral care, guidance and routine advice to pupils as appropriate-Where necessary and appropriate, to lead games and activities with the children-Alert Assistant Head of any concerns regarding an individual child or group of children-Attend relevant training and meetings as required-Respect confidentiality at all times-Understand and apply school policies in relation to health, safety, welfare and behaviour of pupils-Comply with individual responsibilities, in accordance with the role, for health and 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 |



MIDDAY ASSISTANT- PERSON SPECIFICATION

| General heading | Detail | Examples |
|--|--------------------------------------|--|
| Qualifications & Experience | Specific qualifications & experience | Working with children in a school environment |
| | Knowledge | Basic knowledge of First Aid - Desirable |
| | Literacy | Basic reading and writing skills |
| | Numeracy | Ability to count and undertake basic calculations |
| Communication | Written | Ability to complete forms |
| | Verbal | Ability to exchange verbal information clearly and sensitively with children and adults |
| | Languages | Overcome communication barriers with children and adults |
| Working with children | Behaviour Management | Understand and implement the school's behaviour management policy |
| | SEN | Understand the differences in children and adults and respond appropriately in relation to the role |
| | Health & Well being | Good understanding of the importance of physical and emotional wellbeing Ability to support children who may be unwell |
| Working with others | Working with partners | Understand the role of others working in and with the school |
| | Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| | Team work | Ability to work effectively with other adults in the school Ability to work on own |
| | Information | Ability to provide timely and accurate information as required in relation to the role |
| Responsibilities | Line Management | N/A |
| | Time Management | Ability to manage own time effectively |
| | Creativity | Ability to follow instructions |
| General | Equalities | Demonstrate a commitment to equality |
| | Health & Safety | Working knowledge and good understanding of Health & Safety |
| | Child Protection | Understand and implement child protection procedures |
| | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| | CPD | Be prepared to develop and learn in the role |