



NET Academies Trust – Harlow Cluster

Job Description – Midday Assistant

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