

# Beacon Hill Academy



<b>JOB TITLE:</b>	Midday Assistant (Post 16 Provision)
<b>GRADE:</b>	Band A
<b>RESPONSIBLE TO:</b>	Deputies and Heads of School
<b>KEY LIAISON WITH:</b>	Deputies and Heads of School
<b>JOB PURPOSE:</b>	To provide effective and efficient support to pupils during their lunch times and break times.

## Key Corporate Accountabilities

To actively promote the Council's Equal Opportunity Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the Council's Equal opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and Safety at Work Act 1974 etc., the Council's Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Head, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives/targets.

To participate in Employee Development Scheme/Appraisals and contribute to the identification of your own and team development needs.

## **Main Responsibilities**

- Securing the safety, welfare and good conduct of pupils during the midday break period.
- Supervision of pupils in the dining hall, playground areas and school premises.
- Other associated duties such as cleaning up, spillages, ensuring tables are clean, etc.
- Maintaining good order and discipline of pupils.
- Supervision indoor activities when the weather is inclement.
- Assisting pupils with toileting.
- Ability to be flexible within the organisation.
- The duties may be varied to meet changed circumstances in a manner compatible with the post held.

## **Desirable**

- To be able to administer tube feeding with the appropriate training.

## **Supervision/Management of People**

The post holder will assist in the familiarisation of duties to other colleagues.

## **Creativity and Innovation**

The post holder will work within established routines or under the direction of the Deputies and Heads of School.

## **Contacts and Relationships**

The post holder may have contact with teaching and non-teaching staff, when receiving instructions, seeking advice or reporting and whilst carrying out their duties when staff are occupying classrooms.

## **Decisions**

The post holder works to a clearly defined routine. Advice on any non-routine issues is available at all times from the Deputies and Heads of School.

## **Resources**

The post holder has the responsibility for ensuring they have the resources to complete their work. They are also responsible for the reporting of any damaged and/or defective equipment.

## **Work Environment**

**Work Demands** - Work tasks normally remain the same but are subject to changes as directed by the Deputies and Heads of School e.g. staff or pupil absences,

**Physical Demands** - The post requires walking, bending, stretching, lifting as required to fulfil the tasks described.

**Working Conditions** - The work is undertaken indoors and outdoors.

**Work Context** - The work involves contact with pupils and the post holder is expected to carry out their duties in accordance with Health & Safety requirements.

## **Knowledge and Skills**

The post holder will need to have basic awareness of Health & Safety issues as applicable to the range of duties.

## **General**

**Job Evaluation** - This job description has been set out in such a way as to allow for job evaluation.

**Other Duties** - The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake additional duties from time to time. Any such duties should not however substantially change the general character of the post.

**Equal Opportunities** - The post holder must carry out his/her duties with full regard to the Council's Equal Opportunities Policy.

**Health and Safety** - The post holder must carry out his/her duties with full regard to the Departments Health and Safety Procedures.

**Any other duties reasonably expected to be undertaken by a post holder at this level.**