



Job Description

Midday Assistant





JOB TITLE: Midday Assistant

REPORTS TO: Midday Supervisor, Headteacher

GRADE / SCALE: Grade A

JOB PURPOSE

To implement the School Lunchtime and Behaviour policies, ensuring the security, safety, welfare and good conduct of pupils during the midday break.

KEY CORPORATE ACCOUNTABILITIES

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality, Diversity and Inclusion in Employment Policy in relation to both employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required;
- To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the Headteacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

PRINCIPAL ACCOUNTABILITIES

- To supervise pupils in the dining hall (including supervising pupils collect, eat and clear away their meals), playground, field area and school premises.
- To ensure the care of pupils who are injured or unwell.
- Ensure that pupils play together positively and co-operatively with good behaviour.
- Giving comfort to distressed pupils.
- To uphold the School's Behaviour Policy, including treating pupils with respect and consideration.
- To use play leader skills to support and lead physical activities for pupils in playground areas.
- To work with, and support, the kitchen staff to ensure a smooth and professional midday service is provided.

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

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above job description:

Signature : Date: Name in full

Midday Assistant – Person Specification

| General heading | Detail | Examples |
|--|---|--|
| Qualifications & Experience | Specific qualifications & experience | Working with or caring for children |
| | Knowledge of relevant policies and procedures | Knowledge of First Aid |
| | Literacy | Basic reading and writing skills |
| | Numeracy | Ability to count and undertake basic calculations |
| | Technology | Ability to use basic equipment e.g. photocopier, computer |
| Communication | Written | Ability to complete basic forms |
| | Verbal | Ability to exchange routine verbal information clearly with children and adults |
| | Languages | Seek support to overcome communication barriers with children and adults |
| | Negotiating | Consult with children and other adults |
| Working with children | Behaviour Management | Understand and implement the school's behaviour management policy |
| | SEND | Understand and support the differences in children and adults and respond appropriately |
| | Curriculum | Understanding of games and activities which support learning |
| | Child Development | Understanding of the way in which games and activities can help children develop |
| | Health & Wellbeing | Understand the importance of physical and emotional wellbeing |
| Working with others | Working with partners | Understand the role of others working in 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 |
| | Information | Ability to provide timely and accurate information |
| Responsibilities | Organisational skills | Good organisational skills |
| | 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 | Basic 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 |