

## JOB DESCRIPTION

**Job Title:** Midday Assistant

**Grade:** 1

**Salary Range:** 8-11

**Responsible to:** Extended Services and Pupil Well-Being Officer

**Responsible for:** n/a

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### Job Purpose

To effectively supervise pupils during the lunch period, providing a continuous presence. To ensure the safety, welfare and conduct of pupils in accordance with trust policy.

Midday Assistants have a shared role within the school in helping to raise the social achievements of pupils. They are responsible for ensuring that lunchtimes are an enjoyable and safe experience for all the children, so that they are physically and mentally prepared to learn during the afternoon.

### Key External Contacts

None.

### Key Internal Contacts

Head Teacher, SLT, Staff, Pupils

### Duties and Responsibilities

1. To be responsible for supervising a group of pupils in the dining hall and other parts of the school during the lunch period, helping to organise the dining area and playground space appropriately.
2. To promote the Academy behaviour policy, assisting with maintaining discipline and supporting children to resolving conflicts in a positive way. To deal with incidents of misbehaviour by appropriate intervention and report serious incidents to the senior midday supervisor/senior leadership team/head teacher as appropriate.
3. To assist in the dining area and encourage good eating practices, ensuring safety with cutlery and courtesy towards servers and monitors. To encourage children to eat their midday meal and assist with cutting up food, pouring liquids, etc where necessary, paying particular attention to those with special needs or disabilities.
4. To be aware of pupils on special or restricted diets for medical reasons from information provided.
5. To deal promptly with minor incidents, e.g. cleaning up food spillages, pupils' accidents with personal hygiene and changing clothes.
6. To tend to pupils who are sick or injured in accordance with the school's accident/injuries procedures, administering initial first aid and reporting serious injuries to the named first aider and/or supervisor/senior leadership team/head teacher as appropriate.

7. To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures.
8. To assist with both inside and outside play activities encouraging all children to take part, to co-operate and show respect for others.
9. To ensure that pupils keep out of areas that are out of bounds and don't leave the academy premises. To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person.
10. To be aware of responsibilities under safeguarding/child protection legislation and report any concerns to a senior supervisor or the head teacher.
11. To take part in the trust's performance management framework for support staff and participate in training and development activities as required.

### **Responsibilities**

1. To work in accordance with and contribute to the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job;
2. Be aware of and comply with all policies and procedures including those relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person;
3. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment;
4. Appreciate and support the role of other professionals;
5. Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors;

### **Personal & Professional Development**

1. Attend and participate in relevant meetings as required;
2. Participate in training, other learning activities and performance development;
3. To actively look for and participate in initiatives and opportunities to promote your own personal & professional development;

### **Confidentiality and Data Protection**

1. To treat all information acquired through employment, both formally and informally, in strict confidence;
2. To be aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this;

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.

To be alert to issues of child protection, ensuring that the welfare and safety of children attending the School/Nursery is promoted and safeguarded and to report any child protection concerns to the person responsible for child protection using safeguarding policies procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

**Person Specification – Midday Assistant**

<b>JOB REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment I/T/A*</b>
<b>Qualifications</b>			
Current First Aid Certificate.		✓	A/I
Ability to communicate effectively.	✓		A/I
<b>Experience</b>			
Experience of working with children.	✓		A/I
Experience of working as part of a team to achieve objectives.		✓	A/I
<b>Skills, knowledge and abilities</b>			
Ability to have positive interactions with adults and children of all ages.	✓		A/I
Ability to work with children from a wide range of social and cultural backgrounds.	✓		A/I
Ability to help children resolve conflicts constructively.	✓		A/I
Ability to deal in a calm and confident manner with behavioural issues.	✓		A/I
Ability to deal effectively with minor accidents and injuries.	✓		A/I
Able to maintain confidentiality at all times about school issues, within school and in the wider community.	✓		A/I
Knowledge and understanding of Health & Safety standards within a school setting, particularly security.		✓	A/I
<b>Other Requirements</b>			
A commitment to on-going personal development and willingness to undertake appropriate training.	✓		A/I
Appointment to the post is subject to a satisfactory enhanced DBS check.	✓		A/I
Evidence of commitment to safeguarding and protecting the welfare of children.	✓		A/I
This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.	✓		A/I

\*I - Interview

T – Test/Presentation

A – Application Form