

## MIDDAY STAFF INFORMATION AND APPLICATION PACK

### Enthusiastic Staff Wanted for Larkwood Primary Academy

We are looking for hard working and motivated lunchtime staff to join our friendly school. Our pupils are delightful, fun and courteous and need the right people to help them develop their social skills and to enjoy a healthy happy lunchtime. This is a busy school and we would like people who can use their own initiative and integrate well with the children and colleagues alike.

We have vacancies for:

- **3 Midday Assistants** – 6.45 hours per week, Sc1c **Pt8** £15,771- **Pt10** £16,452 pa plus inner London living allowance, pro-rata.
- **Supply/Casual Midday Assistants** – up to 6.45 hours per week, Sc1c **Pt8** £15,771 - **Pt10** £16,452 pa approx £9.15 per hour (Inclusive of inner London living allowance)

**All positions are term time plus training days (45.6 weeks per year)**

Closing date 24<sup>th</sup> March 2017, 4pm

Shortlisting 27<sup>th</sup> March 2017

Interviews\* 31<sup>st</sup> March 2017

\* Shortlisted Candidates will be asked to be available for interview from 09.00 to 17.00 on 31<sup>st</sup> March 2017.

Send completed application forms to: [steffi.cooper@larkwoodlime.london](mailto:steffi.cooper@larkwoodlime.london), or post to Larkwood Primary Academy, New Road, Chingford, E4 8ET

**Supporting Documentation:** Information and application form, Lime Trust Application form.

**For further information visit:** [www.larkwoodlime.london](http://www.larkwoodlime.london)

## JOB PURPOSE

Under the direction of the supervisor/head teacher, to effectively supervise pupils during the lunch period, providing a continuous presence. To ensure the safety, welfare and conduct of pupils in accordance with school 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.

## MAJOR TASKS

1. Ensure pupils are enjoying their lunch break.
2. Involve pupils in outside/inside activities.
3. Assist in the dining area and encourage pupils to eat their chosen meal or packed lunch.

## KEY DUTIES AND RESPONSIBILITIES

1. To be responsible for supervising a group of pupils in the dining hall and others parts of the school during the lunch period, helping to organise the dining area and playground space appropriately.
2. To promote the school behaviour policy, assisting with maintaining discipline and supporting children to resolving conflicts in a positive way.
3. To deal with incidents of misbehaviour by appropriate intervention and report serious incidents to the senior midday supervisor/duty teacher/head teacher as appropriate.
4. To assist in the dining area and encourage good eating practices, ensuring safety with cutlery and courtesy towards servers and monitors.
5. To encourage children to eat their midday meal
6. To be aware of pupils on special or restricted diets for medical reasons from information provided.
7. To deal promptly with minor incidents, eg cleaning up food spillages, pupils' accidents with toileting and changing clothes.
8. 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/head teacher as appropriate.
9. To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures.
10. To facilitate inside and outside play activities encouraging all children to take part, to co-operate and show respect for others.

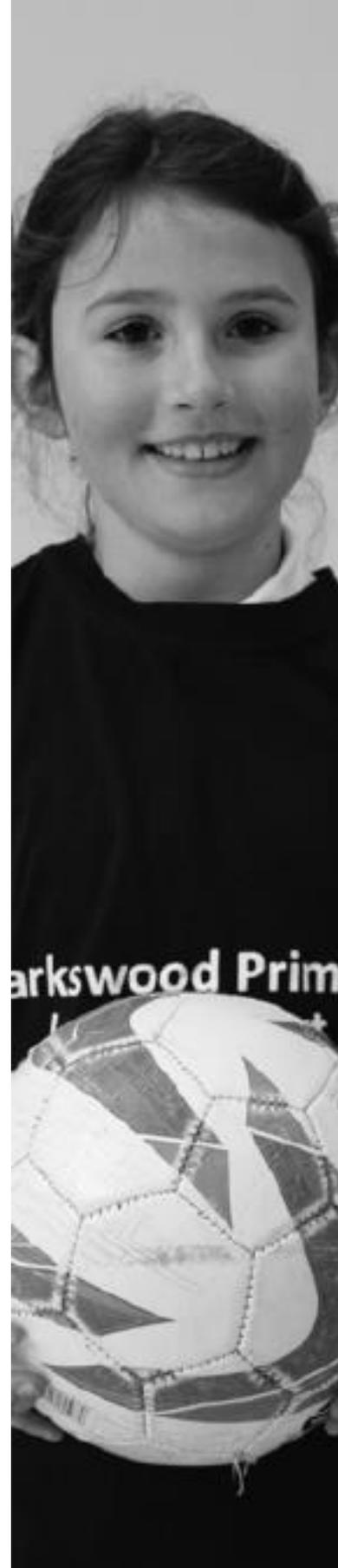


11. To ensure that pupils keep out of areas that are out of bounds and don't leave the school premises.
12. To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person.
13. To be aware of responsibilities under child protection legislation and report any concerns to a senior supervisor or the head teacher.
14. To take part in the school's performance management framework for support staff and participate in training and development activities as required.
15. In addition to the specific responsibilities of the post, as a member of the support team, the post holder will be expected to assist with other tasks of a similar nature, appropriate to the grade, as directed by their supervisor / line manager.

**In addition, all school employees are expected to:**

- Have a full commitment to the Academy's Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the Academy.
- Uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Academy Policies and procedures.

Potential candidates are welcome to visit the school. Please email [marc.travis@larkswoodlime.london](mailto:marc.travis@larkswoodlime.london) if you would like to make an appointment for an informal visit.



**PERSON SPECIFICATION – MIDDAY ASSITANT**

<b>JOB REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>
Current First Aid certificate or willingness to undertake first aid training	X	
Previous experience of working with children		X
Experience of working as part of a team to achieve objectives		X
<b>Education and Training</b>		
Good communication skills with a positive and enthusiastic approach	X	
Ability to relate to teachers, colleagues visitors etc	X	
Ability to have positive interactions with children of all ages and to work with children from a wide range of social and cultural backgrounds	X	
Ability to help children resolve conflicts constructively in a calm and confident manner	X	
Ability to use own initiative to deal effectively with minor accidents, injuries and other incidents	X	
Able to maintain confidentiality at all times about school issues, within school and in the wider community	X	
Ability to understand, and carry out instructions from Head Teacher or designated supervisor	X	
Ability and willingness to provide a written and/or verbal report of incidents	X	
An understanding of basic Health and Safety and particularly security requirements		X
<b>Other Job Specific Requirements</b>		
A willingness to promote the ethos of the school	X	
Commitment to the Academy's Equal Opportunities Policy and the acceptance of their responsibility for its practical application	X	
Willingness to be involved with devising new games and interests for the children during lunch times	X	
Interested and motivated towards the job	X	
Understanding and acceptance of the schools policies and guidelines		X
<b>Disqualifying Factors</b>		
Indication of sexist, racist, or anti-disability attitudes or any other attitudes in conflict with the Academy's Equal Opportunities Policy		
An inability to provide relevant documentation which permits working in the UK eg passport, visa and work permit, birth certificate		

E = Essential requirements (those without which a candidate would simply be unable to do the job)

D = Desirable (those which would be useful for the post - holder to possess)

## ADVICE TO MIDDAY ASSISTANTS

1. Your attitude and relationship with the children in your care is very important. It should be kindly, firm but fair and similar to the way in which you would expect your own children to be treated by others.
2. An orderly and definite pattern of procedure, which is clearly understood by all the children should be followed during lunchtimes. This should run in accordance with the School's routine and rules, so it is important that Midday Assistants familiarise themselves with the School's routines, policies and procedures as soon as possible.
3. It is important that children are free to play and enjoy any of the activities without endangering their safety or breaking any of the School's conduct rules.
4. Always be prepared to cope with bad weather situations. You may have to supervise the children in a small area (i.e. a classroom) so be alert to any possible accidents which may occur. Encourage the children to use the games, books etc. provided for these situations. Keep movement of children about the hall or room to a minimum.
5. In the playground, try and keep the children playing boisterous games away from the ones who want to play quietly.
6. Try and place yourself in a position where you can see and be seen. Patrol your designated area, including restricted areas.
7. Be alert to any difficulties, and make yourself a point of contact for the children if they need you. Deal with any disputes immediately and fairly.
8. If you have to speak to a large group of children, make sure that you have their attention before you speak.
9. Encourage new or shy children to join in with the others, but do not force them if they don't want to.
10. Keep a watchful eye on those children who need more supervision than the others. Suggest activities to keep them occupied. Show an interest in them and encourage positive behaviour.
11. Make sure that children are suitably dressed for the type of weather or activity they may be taking part in.
12. If you have any reason to refer a child to a senior member of staff, make sure that they are provided with the relevant facts of the situation.
13. Common sense and consideration for the children must be the guiding factors when dealing with any difficulties.
14. Find time to talk to the children as individuals, show an interest in their conversation and activities which they will be eager to discuss with you. This one-to-one relationship is of vital importance in developing the right personal relationship between the children and yourself.



### Additional Information

The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (Formerly CRB). Further details can be found at [www.dbs.org.uk](http://www.dbs.org.uk)

The Lime Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority.

Please submit completed applications to Marc Travis via email [marc.travis@limetrust.london](mailto:marc.travis@limetrust.london)

