

Job Description

Job Title:	Midday Assistant
Location:	Hamford Primary Academy, Walton on Naze
Hours of work:	7.5
Reports to:	Midday Supervisor

Purpose of the Role:

To support the safety, and welfare of pupils during the midday break and assisting in the planning and delivery of high quality play opportunities

We're passionate about the future of our children and the privilege we hold in shaping their learning and potential – we expect you to be too!

Responsibilities:

- To contribute to the planning and provision of high quality and stimulating activities for children between 4 and 11 years
- To supervise children during indoor and outdoor play, and within classrooms when wet play.
- To lead and participate in safe, creative and appropriate play opportunities with children.
- To administer first aid as appropriate. Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures
- Where appropriate organising dinner queue and entrance of pupils into dining hall and into playground ensuring good behaviour and a calm atmosphere. Dealing with bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to the Senior Lunchtime Supervisor.
- Encouraging social skills within the dinner hall and in the playground.
- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions.
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc.
- Discouraging dangerous activities.
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures.
- To have due regard for safeguarding and promotion of the welfare of children and young people and to follow the child protection procedures adopted by the school.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to health and safety.
- To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To adhere to the ethos of the school; promote the agreed vision and aims of the school; to set an example of personal integrity and professionalism; attendance at appropriate staff meetings

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> Educated to GCSE standard including English 	<ul style="list-style-type: none"> Relevant play courses First Aid Training NVQ level 2 in Play Work (or equivalent)
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Experience of working with children aged 4-11 years Knowledge of child development Experience of planning stimulating activities for children Knowledge of health & safety 	<ul style="list-style-type: none"> Understanding /experience of cerebral palsy in children
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	Forward and strategic planning	<ul style="list-style-type: none"> Ability to prepare stimulating activities for children 	<ul style="list-style-type: none">
	Abilities	<ul style="list-style-type: none"> Ability to work flexibly to meet the needs of the academy and individual children Ability to plan a wide range of indoor and outdoor age-related activities Ability to actively contribute to a happy safe and supportive play environment Excellent interpersonal skills Excellent communication skills with the ability to communicate positively and effectively to children Ability to work effectively within a team Ability to work with minimal supervision Ability to stay calm under pressure 	<ul style="list-style-type: none">
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> Child focused, driven by the purpose to make a positive impact every day Emotional resilience to challenging behaviour Demonstrate a commitment to equality Takes responsibility and accountability 	

		<ul style="list-style-type: none"> • Commitment to Academy aims, ethos & vision • Willing to develop and learn in the role and undertake appropriate training courses 	
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Show a commitment to promoting the welfare and safeguarding of children and young people • Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff 	