



## Harlow NET Academies

### Midday Assistant

#### Person Specification

	Essential	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• A minimum of 5 GCSEs (grade A-C) or equivalent, including English and Maths.</li> <li>• Willingness to undertake relevant training to support the most effective practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate First Aid training.</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Recent experience of working in a school or similar environment working with primary school aged children.</li> <li>• Basic knowledge of First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a primary school.</li> <li>• Understanding of safeguarding principles.</li> <li>• Knowledge of relevant games/activities which could be used at break times</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to build good working relationships and rapport with both children and adults</li> <li>• Willingness and ability to work as a team for the benefit of the children</li> <li>• To be flexible</li> <li>• To be able to use own initiative</li> <li>• Understand behaviour expected of children and manage in line with school policies</li> <li>• Ability to listen patiently and communicate well with children. Excellent communication skills are vital as some children may be autistic or have behavioural difficulties</li> <li>• Awareness and commitment to equalities issues</li> <li>• Observant and alert to potential danger to pupils</li> <li>• Ability to manage the behaviour of pupils to promote and maintain order and a calm environment for children.</li> </ul>	
<b>Qualities &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to pupils, be an effective role model and motivate pupils.</li> <li>• A commitment to the ethos of NET Academies Trust and the Academy, and to safeguarding and the well-being of pupils.</li> <li>• Ability to develop and maintain effective working relationships.</li> <li>• Ability to work in a flexible and responsive way with tact, discretion and confidentiality.</li> <li>• Ability to work on own initiative and make decisions.</li> <li>• Ability to work as an effective team member.</li> <li>• Ability to work under pressure in a demanding environment and within a fragmented work schedule.</li> </ul>	



## JOB DESCRIPTION

<b>ROLE:</b>	<b>MIDDAY ASSISTANT</b>
<b>RESPONSIBLE TO:</b>	Head of School/Assistant Heads
<b>PURPOSE OF JOB:</b>	Acting as part of a team, to take care and control of all the children on the school premises during the lunch time sessions. Support the Head or designated member of staff in charge at lunchtimes to ensure the smooth running of the canteen meals, packed lunches and the supervision of children at play. They are an essential part of the school life and are seen as a valuable asset to the school organisation.

### Duties and Responsibilities

- To maintain the safety, welfare and good conduct of the pupils during the mid-day break
- To assist with the preparation of the dining hall, including putting out tables, chairs and drinks as necessary
- To assist children in sitting in an appropriate place in the dining hall and ensuring their meals are recorded accurately
- To assist children with eating their meal if applicable
- To clear tables when meals are finished, clear up any associated spillages, put tables away and stack chairs appropriately
- To supervise children in classes during wet-play sessions
- To enforce the necessary sanctions for maintaining good order
- To provide pastoral care, guidance and routine advice to pupils as appropriate
- Where necessary and appropriate to lead games and activities with the children
- To alert Line Manager of any concerns regarding an individual child or group of children
- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils
- To attend relevant training and meetings as required
- To respect confidentiality at all times
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures
- Organising dinner queue and entrance of students into dining hall and from dining hall to playground, ensuring good behaviour and a calm atmosphere
- Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to Senior Midday Supervisor according to severity of incident
- Encouraging students to eat (including those with packed lunches), especially those with special needs or disabilities. Being aware of students on special or restricted diets for medical reasons from information provided at the school
- Encouraging social skills and good table manners, ensuring safety with knives and forks.
- Ensuring students tidy/clear up in a satisfactory manner where appropriate
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to students/staff
- Direction of students in the playground and supervision of their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc.
- Being aware of mood changes in students and dealing with as appropriate in accordance with agreed practices regarding discipline, physical restraint and reporting
- Preventing any dangerous/potentially dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the School