



## MIDDAY ASSISTANT

## Job Description

<b>Job Title</b>	Midday Assistant
<b>Grade</b>	Band 1 point 1-3 (new scale) £17,364- £18,065 per annum- pro rata for part time
<b>Reports to</b>	Senior teacher/Head teacher
<b>Responsible for</b>	Not Applicable
<b>Liaison with</b>	Pupils Teachers/head teacher Catering and caretaking Staff
<b>Job Purpose</b>	Acting as part of a team, to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>To maintain the safety, welfare and good conduct of the pupils during the midday break</li> </ul>
<b>Duties</b>	<p>Within the agreed policies, procedures and agreed practices of the school:</p> <ul style="list-style-type: none"> <li>To undertake the duties identified for the day as allocated/team rota</li> <li>To assist children in selecting their meal and sitting in an appropriate place and cutting their food as applicable.</li> <li>To clear tables/dining area when meals are finished and clear up any associated spillages.</li> <li>To use positive behaviour strategies and sanctions for maintaining good order as appropriate and necessary as outlined in the school's behaviour policy,</li> <li>To take a lead in dealing with minor accidents following the agreed procedure and to report any serious incident to the Head teacher/ Paediatric First aider at the earliest opportunity.</li> <li>To administer basic first aid as necessary.</li> <li>To ensure that all necessary records relating to accidents, first aid administered, behaviour, and sanctions employed, are completed by all midday staff.</li> <li>To provide pastoral care, guidance and routine advice to pupils as appropriate.</li> <li>To take a lead in organising activities for the children as appropriate.</li> <li>To comply with the agreed Child Protection Policy and procedures in the school.</li> <li>To alert the class teacher/ senior teacher and/or the head teacher of any concerns regarding an individual child or group of children.</li> <li>To be responsible for the safe return of all pupils to the care of the teachers at the end of the midday break and pass on any key concerns or issues to the class teacher/learning support.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>To attend relevant training and team meetings as required.</li> <li>To respect confidentiality at all times.</li> <li>To participate in the performance and development review</li> </ul>

	<p>process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</p> <ul style="list-style-type: none"> <li>• To understand and apply school policies in relation to health, safety, welfare, behaviour &amp; anti-bullying and child protection and staff code of conduct.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health, safety and wellbeing, and child protection.</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> <li>• The duties above are neither exclusive nor exhaustive and the postholder may be required by the head teacher to carry out appropriate duties within the context of the job, skills and grade.</li> </ul>
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General heading	Detail		Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	D	Working with or caring for children in a school/early years environment
	Knowledge of relevant policies and procedures	D	Basic knowledge of First Aid, H&S Child Protection, Behaviour & Anti- bullying, Confidentiality
	Literacy	E	Basic reading and writing skills
	Numeracy	E	Ability to count and undertake basic calculations
	Technology	D	Ability to use basic equipment e.g. photocopier, walkie-talkie
<b>Communication</b>	Written	E	Ability to accurately complete basic forms, e.g. first aid record
	Verbal	E	Ability to use standard English language to clearly and calmly exchange routine verbal information with children and adults
	Languages	E	Seek support to overcome communication barriers with children and adults
	Negotiating	E	Consult with children and other adults to resolve & overcome issues
<b>Working with children</b>	Behaviour Management	E	Understand and implement the school's behaviour & anti-bullying policy
	SEND	E	Understand and support the differences in children and adults with developmental difficulty or disability and respond appropriately
	Curriculum	E	Understanding & use of games and activities which support learning
	Child Development	E	Knowledge and understanding of the way in which games and activities can help children develop
	Health & Well being	E	Understand the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	E	Understand the role of others working in the school
	Relationships	E	Ability to establish rapport, respectful, positive and trusting relationships with children, their families and carers and other adults
	Team work	E	Ability to work effectively, positively and constructively with other adults in the school
	Information	E	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	E	Good organisational skills
	Line Management		N/A
	Time Management	E	Ability to manage own time effectively
	Creativity	E	Ability to follow instructions; solution focused
<b>General</b>	Equalities	E	Demonstrate a commitment to equality
	Health & Safety	E	Basic understanding of Health & Safety
	Child Protection	E	Understand and implement child protection

			procedures
	Confidentiality/Data Protection	E	Understand procedures and legislation relating to confidentiality. Know when, how and with whom to share information, respecting confidentiality/ policy
	CPD	E	Be prepared to develop and learn in the role and participate in performance management
	Attitude	E	Positive, can- do attitude, professional