



PASSMORES COOPERATIVE LEARNING COMMUNITY

Job Description

Position: Midday Assistant (Primary)

Line Manager: Senior Leadership

Performance Management Reviewer: Senior Leadership

Post: As part of a team, to supervise children so that lunchtimes are safe, positive and enjoyable

Principal Accountabilities: To maintain the safety, welfare and good conduct of the pupils during the midday break

Duties:

- To work with individuals or groups of children under the direction of the line manager
- To establish positive relationships with pupils and staff
- To implement and organise games and activities at lunchtimes
- To promote positive pupil behaviour in line with school policy
- To interact with and support pupils according to their individual needs and skills
- To promote the inclusion of and acceptance of children with SEN throughout the lunchtime
- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid
- To assist with the preparation and maintenance of the halls and playgrounds for lunchtimes
- To liaise with other staff and provide information about pupils as appropriate
- To assist with escorting pupils on educational visits if required
- To understand and apply school policies in relation to health, safety and welfare
- To attend training and take responsibility for own development
- To attend relevant school meetings as required
- To respect confidentially at all times

Whole School

- To Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

- To comply with individual responsibilities in accordance with the role for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- 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

Well Being and Mental Health

As a member of staff at PCLC, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organisations (eg Mind) which have been proven to improve and sustain positive mental health and wellbeing for children and adults
- Developing a better knowledge and awareness of how children's mental health can impact on their wellbeing and development
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking)
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others
- Tackling and challenging any stigma regarding mental health and offer support, kindness and understanding to others in need

In addition to the above areas, the postholder is responsible for the following actions:

Liaising with: Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

Health and Safety

1. To assist with the carrying out of risk assessments
2. To ensure that Health and Safety policies and procedures are followed

Pastoral System

1. To liaise as appropriate with Pastoral Staff on Pastoral Related issues

Other specific duties

1. To play an active part in the life of the school community

The job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and the job title

**Vic Goddard
CEO
Feb 2020**