



## **Kingsdown School**

<b>Job Description:</b>	Midday Assistant
<b>Salary Scale:</b>	Level 3 Point 5
<b>Hours:</b>	9hrs and 10 mins per week - term time
<b>Responsible to:</b>	Manager of Special Support Assistants

### **Purpose of Job:**

To act 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.

### **Main Duties and Responsibilities:**

- To maintain the safety, welfare and good behaviour of the pupils during the midday break
- Where appropriate, assist pupils in selecting their meal. To assist in and aid positioning in the hall
- To assist children with eating their meal if appropriate
- To assist to clear plates and cutlery from the tables, clear up any associated spillages
- To encourage the pupils to communicate using all appropriate methods i.e. using Makaton signing and symbols
- Encourage the pupils to be independent
- To provide pastoral care, guidance and routine advice to pupils as required
- To lead games and activities with the pupils
- To alert the class teacher of any concerns regarding an individual child or group of children
- To understand and apply school policies and procedures
- To attend relevant training and meetings as required
- To respect confidentiality at all times

### **General:**

- To undertake any training commensurate with the post
- To show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others
- Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

**This school is committed to safeguarding and promoting the wellbeing of our children and young people and expects all staff and volunteers to share this commitment.**

**Each individual has a statutory responsibility to safeguard children and young people and adhere to the School's Safeguarding Policy.**

**This post will require an enhanced disclosure from the Disclosure and Barring Service.**

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### **Person Specification:**

Midday Assistant

The Candidate appointed will:

1. Be able to make a positive contribution to the life of the school.
2. Be willing to undergo training in catering procedures.
3. Work to Health & Safety requirements.
4. Show an understanding of and an empathy with children.
5. Be able to work well as a member of a team.
6. Be able to communicate well with staff and pupils.
7. Show flexibility in order to cope with the wide age range of our pupils and their dietary needs.