

Glenwood School
Midday Assistant Job Description

Job Title	Midday Assistant
Grade	Scale 2
Reports to	Headteacher, Deputy Headteacher, Classteacher
Responsible for	Not Applicable
Liaison with	Learners Headteacher/Deputy Headteacher Teaching Staff Learning Support Assistants
Job Purpose	To work in partnership with classteachers and learning support assistants to support learners with severe needs during lunchtime.
Principal Accountabilities	<ul style="list-style-type: none"> To maintain the safety and welfare of learners during their leisure time and to promote appropriate play and leisure skills. To assist learners to develop their skills during lunchtime.
Duties	<ul style="list-style-type: none"> Understand specific needs and provide differentiated support to learners individually and within a group Establish positive relationships with learners supported To supervise learners during leisure-times when the postholder should facilitate games and activities Provide feedback to learners in relation to attainment and progress under the guidance of the teacher To attend to learners' personal needs including help with social, welfare, care and health matters, including all aspects of personal care, mobility etc Carry out specific additional care tasks for individual learners only at the direction of a suitably qualified member of staff and once full training has been given Promote positive learner behaviour in line with school policies and help keep learners on task Monitor and record learner responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher To assist learners to develop their eating, drinking and social skills during lunchtime Assist the teacher and other staff in the implementation of personal and social support strategies To operate, and as appropriate maintain specialist equipment Liaise with staff and other relevant professionals and provide information about learners as appropriate To inform the classteacher or Headteacher/Deputy

	Headteacher of any concerns regarding a learner or group of learners.
General	<ul style="list-style-type: none"> • To understand and apply school policies in relation to health, safety and welfare • Attend relevant training and take responsibility for own development • Attend relevant school meetings as required • To respect confidentiality at all times • 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. • The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

I have read and accept the duties as described in the job description

Signed Date.....