

## SOUTHVIEW SCHOOL

### Job Description

<b>Job Title</b>	Midday Assistant
<b>Reports to</b>	Senior Midday Assistant/Headteacher
<b>Liaison with</b>	Learners, Senior Midday Assistant, Catering and Caretaking staff, Headteacher, Teaching staff, therapists and other professionals.
<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>	To maintain the safety, welfare and good conduct of the learners during the midday break.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To assist learners in selecting their meal and sitting in an appropriate place in the dining halls.</li> <li>• To assist learners with eating their meal if applicable.</li> <li>• To clear tables when meals are finished and clear up any associated spillages.</li> <li>• To enforce the necessary sanctions for maintaining good order.</li> <li>• To keep daily records of incidents, behaviour, and learner progress together with any other relevant records that may be needed.</li> <li>• To provide pastoral care, guidance and routine advice to learners as appropriate.</li> <li>• Where necessary and appropriate to lead games and activities with the learners.</li> <li>• To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of learners.</li> <li>• To assist learners with their care needs strictly in accordance with each learner written Personal Assistant Plan(s).</li> <li>• To attend to learners' personal needs including help with social, welfare, care and health matters, including toileting, dressing, feeding, mobility etc.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To attend relevant training and meetings as required.</li> <li>• To respect confidentiality at all times.</li> <li>• 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.</li> </ul>

	<ul style="list-style-type: none"> <li>• To understand and apply school policies in relation to health, safety, welfare and behaviour of learners.</li> <li>• To comply with individual responsibilities in accordance with the role for health and safety in the workplace.</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> </ul>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**NB.** This job description does not form part of the Contract of Employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above. These particular duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

**Signed:**

Line Manager

Mid-day Assistant

Headteacher