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| **Job Description**  | **Midday Assistant (Secondary)**  |
| **Reporting to**  | SLT  |
| **Line management of**   | None  |
| **Working hours**  | 1 hour 15 minutes per day. (12.45-14.00)  |
|   | 38 weeks per year, term time only (44 paid weeks)   |
| **Grade**  | Scale 2 Points 2-3  |

**Purpose**

**To act as a member of the team, supervising students during their lunch break and to sustain the welfare and safety of students during that break period, as directed by the Senior Leadership Team.**

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| Core Purpose  |
| 1.  | To ensure that the safety of all students is paramount during times of supervision.  |
| 2.  | To be vigilant of any potential safeguarding concerns and follow the school’s safeguarding policy.  |
| 3.  | To administer first aid to students during the lunchtime period and record any injuries in line with school procedures.  |

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| Lunch Hall duties.  |
| 1.  | Where appropriate, to support children in using cutlery correctly, encouraging good table manners and independence at the dinner table.  |
| 2.  | To promote healthy eating- ensuring that the school’s ‘healthy lunchbox’ policy is being followed.  |
| 3.  | To encourage positive behaviour at all times in and around the school-following the schools behaviour policy.  |
| 4.  | To inform any concerns about behaviour to a senior member of staff.  |
| 5.  | To ensure that tables/ chairs and floor are clean for children to eat from for the duration of the lunchtime period.  |
| 6.  | To wipe tables/chairs down, sweep floor and leave dining room clean and tidy at the end of lunchtime  |

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| Playground Duties.  |
| 1  | To ensure that the safety of all students is paramount during times of supervision.  |
| 2.  | To ensure that the school’s behaviour policy is being consistently adhered.  |
| 3.  | Report any health and safety concerns to the site manager and/ or Head of Primary School  |
| 4.  | To encourage students to look after the school environment and equipment  |

Other Duties and Responsibilities

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of The Chelmsford Learning Partnership in relation to the post holder’s professional responsibilities and duties.

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| 1.  | To communicate messages to class teacher/ senior leadership team in a timely manner.  |
| 2.  | You may be directed to supervise an individual student during the lunchtime period.  |
| 3.  | To undertake any staff training that is relevant to job role.  |

Elements of this job description and changes to it may be negotiated at the request of either the Senior Leadership Team or the incumbent of the post.

**The Trustees of The Chelmsford Learning partnership are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This position is subject to an enhanced DBS disclosure, satisfactory references and relevant documentation.**

**Midday Assistant – Person Specification**

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|  | **Essential (E) or Desirable (D)**  |
| **Education/Qualifications**  |   |
| First Aid Training  | D  |
| **Experience**  |   |
| Working with or caring for children of relevant age.  | E  |
| Collaborative and supportive work with colleagues within a team or organisation.  | E  |
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| **Skills and Knowledge**  |   |
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| Understanding of relevant policies/code of practice and awareness of relevant legislation  | D  |
| An understanding of the importance of play in a child’s development  | D  |
| Ability to relate well to young people and adults.  | E  |
| Good oral and written communication skills.  | E  |
| Good listening skills.  | E  |
| Effective time management.  | E  |
| Committed to continual personal and professional development.  | E  |
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| **Personal Qualities**  |   |
| A commitment to maximising the personal, social and emotional development of all students.  |  E  |
| Work constructively as part of a team.  | E  |
| Willing to work within organisational procedures, processes and to meet required standards for the role.  | E  |
| Be resilient and demonstrates ability to work well under pressure, ensuring that you remain calm and in control.  | E  |
| Able to adopt a flexible working practice.  | E  |
| Excellent record of attendance and punctuality.  | E  |
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| **Equal Opportunities**  |   |
| Commitment to the trust’s equal opportunities policy and Child protection policy.  | E  |