

## Job Description

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| <b>Job Title</b>                  | Midday Assistant  |
| <b>Grade</b>                      | 2020 Scale 2 (Band 1)   |
| <b>Reports to</b>                 | Headteacher   |
| <b>Responsible for</b>            | Not Applicable  |
| <b>Liaison with</b>               | Pupils<br>Headteacher<br>Teaching staff<br>Catering And Caretaking Staff  |
| <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> | <ul style="list-style-type: none"> <li>To maintain the safety, welfare and good conduct of the pupils during the midday break</li> </ul>  |
| <b>Duties</b>                     | <ul style="list-style-type: none"> <li>To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room.</li> <li>To assist children 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 administer basic first aid as required.</li> <li>To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.</li> <li>To provide pastoral care, guidance and routine advice to pupils as appropriate.</li> <li>Where necessary and appropriate to lead games and activities with the children.</li> <li>To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children</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> <li>To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.</li> <li>To comply with individual responsibilities, in accordance with the role, for health &amp; 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> <li>The duties above are neither exclusive nor exhaustive and</li> </ul> |

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|  | the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. |
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## MIDDAY ASSISTANT

| General heading                        | Detail  | Examples   |
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| <b>Qualifications &amp; Experience</b> | Specific qualifications & experience          | Working with or caring for children  |
|  | Knowledge of relevant policies and procedures | Knowledge of First Aid   |
|  | Literacy                                      | Basic reading and writing skills   |
|  | Numeracy                                      | Ability to count and undertake basic calculations  |
|  | Technology                                    | Ability to use basic equipment e.g. photocopier, video   |
| <b>Communication</b>                   | Written                                       | Ability to complete basic forms  |
|  | Verbal  | Ability to exchange routine verbal information clearly with children and adults  |
|  | Languages                                     | Seek support to overcome communication barriers with children and adults   |
|  | Negotiating                                   | Consult with children and other adults   |
| <b>Working with children</b>           | Behaviour Management                          | Understand and implement the school's behaviour management policy  |
|  | SEN   | Understand and support the differences in children and adults and respond appropriately  |
|  | Curriculum                                    | Understanding of games and activities which support learning   |
|  | Child Development                             | Understanding of the way in which games and activities can help children develop   |
|  | Health & Well being                           | Understand the importance of physical and emotional wellbeing  |
| <b>Working with others</b>             | Working with partners                         | Understand the role of others working in the school  |
|  | Relationships                                 | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
|  | Team work                                     | Ability to work effectively with other adults in the school  |
|  | Information                                   | Ability to provide timely and accurate information   |
| <b>Responsibilities</b>                | Organisational skills                         | Good organisational skills   |
|  | Line Management                               | N/A  |
|  | Time Management                               | Ability to manage own time effectively   |
|  | Creativity                                    | Ability to follow instructions   |
| <b>General</b>                         | Equalities                                    | Demonstrate a commitment to equality   |
|  | Health & Safety                               | Basic understanding of Health & Safety   |
|  | Child Protection                              | Understand and implement child protection procedures   |
|  | Confidentiality/Data Protection               | Understand procedures and legislation relating to confidentiality  |
|  | CPD   | Be prepared to develop and learn in the role   |