

### **Midday Assistant – Job Description**

<b>Band:</b>	Alpha Trust Scale 1
<b>Hours/Weeks:</b>	7 hours per week/38 weeks per year (term time) (Mon 1:05pm–2:25 pm Tues-Fri 1:05-2:30 pm)
<b>Responsible to:</b>	Senior Midday Assistant/Headteacher
<b>Purpose of the Job:</b>	Acting as part of a team, to take care of and control the students on the school premises during the midday break between the morning and afternoon teaching sessions.

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

- To maintain the safety, welfare and good conduct of the students during the midday break
- To enforce the necessary sanctions for maintaining good order
- To keep daily records of behaviour and sanctions employed, together with any other relevant records that may be needed
- To provide routine advice to pupils as appropriate
- To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children
- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils
- To attend relevant training and meetings as required
- To respect confidentiality at all times

#### **General:**

- To participate in the performance management process, taking personal responsibility for identifying learning, development and training opportunities in discussion with the line manager
- To comply with individual responsibilities with regard to health and safety in the workplace
- To follow the guidelines of “Safeguarding Children” and accept responsibility for the promoting of safeguarding and the welfare of children and young people within the scope of these guidelines

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.

### **Midday Assistant – Person Specification**

**E = Essential**

**D = Desirable**

<b>Experience</b>	Successful and recent work-based experience involving secondary age children (D).
<b>Qualifications</b>	First Aid (D).
<b>Knowledge and Skills</b>	Basic knowledge of First Aid (D).
<b>Aptitudes</b>	<p>Enjoy working with children (E).</p> <p>Ability to build good working relationships and rapport with both children and adults (E).</p> <p>Willingness and ability to work as a team for the benefit of the students (E).</p> <p>To be flexible (E).</p> <p>To be able to use own initiative (E).</p> <p>Understand behaviour expected of students and manage in line with school policies (E).</p> <p>Ability to listen patiently and communicate well with children (E).</p> <p>Awareness and commitment to equalities issues (E).</p> <p>Observant and alert to potential danger to students (E).</p>