

## Job Description

Job title:	Midday Assistant
Responsible to:	School Operations Manager
Responsible for:	N/A
Location:	Hamford Primary Academy
Hours of work:	7.5 hours per week, term time + inset days
Salary:	SCP 2 - 3

### Overview of the role:

The role of the Midday Assistant is to support the safety, and welfare of pupils during the midday break and assisting in the planning and delivery of high quality play opportunities.

This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

### Responsibilities:

- To contribute to the planning and provision of high quality and stimulating activities for children between 4 and 11 years
- To supervise children during indoor and outdoor play, and within classrooms when wet play.
- To lead and participate in safe, creative and appropriate play opportunities with children.
- To administer first aid as appropriate. Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures
- Where appropriate organising dinner queue and entrance of pupils into the dining hall and into the playground ensuring good behaviour and a calm atmosphere. Dealing with bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to the Senior Lunchtime Supervisor.
- Encouraging social skills within the dinner hall and in the playground.
- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions.
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc.
- Discouraging dangerous activities.
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures.
- To have due regard for safeguarding and promotion of the welfare of children and young people and to follow the child protection procedures adopted by the school.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to health and safety.
- To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

- To adhere to the ethos of the school; promote the agreed vision and aims of the school; to set an example of personal integrity and professionalism; attendance at appropriate staff meetings

#### Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties, and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.
2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others, and to appropriately report hazards, illnesses, or injuries in accordance with our Health & Safety Policy.

#### Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our colleagues and volunteers to share this commitment. We adopt a strong, fair, and consistent recruitment process which is in line with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

#### Equality, equity, diversity and inclusion:

At Lift Schools, we want all of our colleagues to feel included bringing their passion, creativity, and individuality to work. We value all cultures, backgrounds, and experiences, and we truly believe that diversity drives innovation.

### Person specification

#### Qualifications and experience

##### Essential

- L2 qualifications - GCSE Maths and English (Grade 4) or equivalent.

##### Desirable

- Relevant play courses
- First Aid Training
- NVQ level 2 in Play Work (or equivalent)

#### Knowledge and skills

##### Essential

- Experience of working with children aged 4-11 years

##### Desirable

- IT literacy with Google Workspace.

- Knowledge of child development
- Experience of planning stimulating activities for children
- Knowledge of health & safety
- Ability to work flexibly to meet the needs of the academy and individual children
- Ability to plan a wide range of indoor and outdoor age-related activities
- Ability to actively contribute to a happy safe and supportive play environment
- Excellent interpersonal skills
- Excellent communication skills with the ability to communicate positively and effectively to children
- Ability to work effectively within a team
- Ability to work with minimal supervision
- Ability to stay calm under pressure

- Understanding /experience of cerebral palsy in children

#### Leadership skills

##### Essential

- N/A

##### Desirable

- N/A

#### Personal attributes and behaviours

##### Essential

- Child focused, driven by the purpose to make a positive impact every day
- Emotional resilience to challenging behaviour
- Demonstrate a commitment to equality
- Takes responsibility and accountability
- Willing to develop and learn in the role and undertake appropriate training courses

##### Desirable

- Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are:
  - Share ideas early, often, and honestly
  - Embrace constructive disagreement
  - Value ideas, not ego
  - Be curious and open to new ideas
  - Focus on facts and reason

#### Special requirements

- Successful candidates will be subject to an enhanced Disclosure and Barring Service Check.
- Right to work in the UK.
- Evidence of a commitment to promoting the welfare and safeguarding of children and young people.
- Show commitment and a forward-thinking approach to drive forward equality, equity, diversity, and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services.