

JOB DESCRIPTION

Job Title: Midday Assistant

Pay Range: Scale 2, Point 2-3

Responsible to: Headteacher

Job Purpose: To act as part of a team, to take care and control all the children on the school premises during the midday break between the morning and afternoon teaching sessions.

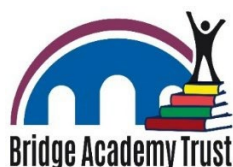
Main Duties and Responsibilities:

With the pupils:

- To maintain the safety, welfare, and good conduct of the pupils during the lunch time break.
- To follow the school behaviour policy and always encourage good standards of behaviour.
- Establish positive relationships with pupils.
- To lead a game or activity with a group of children.
- To encourage children to join in with playground games and activities.
- To supervise the tidying away of playground equipment.
- To inform the Headteacher of any concerns regarding the safety and wellbeing of any child/group of children.
- Respect confidentiality.
- Liaise with other staff and provide information about pupils as appropriate.
- Attend relevant training/ school meetings as requested by the Headteacher.
- To administer basic first aid, deal with minor accidents and record all incidents in the Accident Book. In the case of serious accidents inform the teacher, Headteacher and office staff.
- To circulate the playground whilst supervising the children at play and to deal with minor problems of discipline. Persistent unacceptable behaviour should be reported to the Headteacher or Deputy.
- Bring children into their classroom at the end of lunch break and ensure that all pupils are calm ready for the start of their afternoon lessons.
- To foster good manners with 'please' and 'thank you' and simple common courtesies.
- Supervise the use of wet play materials and equipment as agreed with the teachers on days when it is deemed necessary to stay inside.

Within the school:

- Contribute to and support the overall ethos, work and aims of the school.
- Comply with all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher.
- Be aware of and support pupil differences, promoting the inclusion and acceptance of all children to ensure that all pupils have equal access to all school opportunities to learn and develop.
- Communicate and co-operate with other agencies to support the educational development, general progress and wellbeing of individual pupils.
- Attend all relevant training and take responsibility for own development.
- Attend all relevant school meetings as requested by the Headteacher.
- To carry out any other duties reasonably requested by the Headteacher.



PERSON SPECIFICATION MIDDAY ASSISTANT

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Working with or caring for children Completion of DCSF Induction programme
	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
Communication	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
Working with children	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 & Wellbeing	Understand the importance of physical and emotional wellbeing
Working with others	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

	Teamwork	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information

Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	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