BERLESDUNA ACADEMY TRUST

**Job Description**

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| **Job Title** | Midday Assistant |
| **Grade** | 2020 Scale 2 |
| **Reports to** | Senior Midday Assistant/Headteacher |
| **Responsible for** | Not Applicable |
| **Liaison with** | Pupils, Senior Midday Assistant, Headteacher, Other School Staff |
| **Job Purpose** | 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 |
| **Principal Accountabilities** | • To maintain the safety, welfare and good conduct of the pupils during the midday break |
| **Duties** | • To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room.<br>• To assist children with eating their meal if applicable.<br>• To clear tables when meals are finished and clear up any associated spillages.<br>• To enforce the necessary sanctions for maintaining good order.<br>• To administer basic first aid as required.<br>• To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.<br>• To provide pastoral care, guidance and routine advice to pupils as appropriate.<br>• Where necessary and appropriate to lead games and activities with the children.<br>• To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children |
| **General** | • To attend relevant training and meetings as required.<br>• To respect confidentiality at all times.<br>• 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.<br>• To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.<br>• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace<br>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy<br>• 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.<br>• The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.<br>• This Post is portable across any school in the Trust |

**MIDDAY ASSISTANT**

| General heading | Detail | Examples |
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| **Qualifications & Experience** | 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 |
| **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 & Well being | 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 |
| | Team work | 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 |