



Belleville Wix Academy

JOB DESCRIPTION AND PERSON SPECIFICATION

MIDDAY ASSISTANT

Responsible to:

Head teacher

Pay Points:

(MS1) Spinal Point 8 for all Midday Assistants

Grade:

Fixed pay point

OVERVIEW

The **Quality First Education (Q1e) Trust** is a Multi Academy Trust (MAT) that will be established by Belleville Primary School in May 2017. Belleville is a large outstanding school with a successful track record of working with and supporting other schools to improve. The MAT will sponsor Wix Primary School from July 2017. The Alton Primary School and Churchfields Primary School are expected to join the MAT in August 2017.

MAIN PURPOSE OF THE ROLE

Supervising and assisting children over the lunchtime period inside the school, the lunch halls and the playgrounds, including working on either of the school sites. To ensure a safe and positive learning environment is maintained and that all children behave in an appropriate manner

Playground Duties
<ul style="list-style-type: none">• Actively participate with the children• Be proactive and able to use initiative to devise games and play activities for children• To set up play equipment in the playground• To ensure all play equipment is tidied away and is stored neatly in correct boxes• To ensure equipment remains in set zones• Encourage children to join in activities and to remind children about zones• Ensure storage rooms kept tidy• To review and rotate activities available for children• To show children how to look after the equipment• To report any loss or damage to play equipment <p>To monitor and respond to any safety or behaviour issues following school policies</p>
Dining Hall Duties
<ul style="list-style-type: none">• Encourage children to be polite whilst eating their lunches and interacting with other children and staff• Assist children who are having difficulties having their lunch and continually promote good table manners• To promote healthy eating by encouraging and praising children choosing fruit and vegetables• Encourage children to be independent in clearing up• Assist with setting up, wiping tables and clearing away equipment
Behaviours
<ul style="list-style-type: none">• Be polite and courteous at all times to all staff and children• Be reliable and punctual



- Attend relevant training (including 5 Inset Days)
- Be aware of and follow all school policies and procedures, including First Aid and Safeguarding
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	Essential	Desired
Qualifications		
None required	✓	
Current First Aid Qualification		✓
Experience		
Experience of supervising children as a parent or carer	✓	
Experience of working with groups of children on a voluntary or paid basis		✓
Knowledge and Understanding		
Knowledge and understanding of how to manage the behaviour of groups of children	✓	
A knowledge and understanding of child development and social interaction		✓
A knowledge and understanding of the value of constructive play opportunities		✓
Skills and abilities		
Ability to work as part of a group and as an individual	✓	
Ability to inspire trust and confidence in children	✓	
Ability to encourage high standards of pupil behaviour at all times	✓	
Ability to liaise with parents in a professional manner	✓	
Ability to observe the boundaries of the role, and respect confidential information	✓	
Ability to initiate games and activities appropriate to the age of the children	✓	
Ability to relate to children on their level	✓	
Ability to remain calm in a crisis	✓	
Ability to communicate effectively (both orally and in writing) to an appropriate standard		✓
Ability to recognise behaviour giving cause for concern and inform teaching staff		✓
Ability to teach play activities to other Midday Supervisors		✓
Ability to examine systems critically and suggest ways of improving efficiency		✓
Personal Qualities		
Empathetic	✓	
High motivation, energy and enthusiasm	✓	
Calm under pressure	✓	
Well organised	✓	
Tolerant	✓	
Resourceful	✓	
Creative	✓	
Team player	✓	

