

Midday Assistant – Scale 1, SP1-3 £3,258 to £3,335, term-time only 43.71 weeks per year

10 hours per week - Monday to Friday

Purpose of role

A Midday Assistant is part of a team of Midday Assistants responsible for the supervision and control of pupils in a given area of the school during the lunch time period. Duties will include to ensure the safety, welfare and orderly conduct of pupils taking the school meal and/or that of pupils in and around the school buildings.

The purpose of Midday Assistant role is to support the Lunch time operations supervisor in managing the smooth running of the full range of operational functions during lunch time within the school. The post holder will be responsible for the supervision and control of pupils in a given area of the school during the lunch period alongside helping to raise the social achievements of pupils.

The post holder will often be the first point of contact providing advice and guidance, and is therefore expected to demonstrate exemplary customer service to both internal and external customers.

General duties and responsibilities

- Supervision and control of pupils during lunchtimes, in the dining areas, around the school premises and in outside areas.
- Assisting and directing pupils in the dining areas and elsewhere, dealing with incidents of unruly behaviour and referring matters to senior leaders when necessary.
- Where appropriate organising dinner queue and entrance of pupils into the dining hall and into the playground ensuring good behaviour and a calm atmosphere.
- Determine the most effective and safe layout of the lunch time operations for the age range and any special needs of the pupils and planned use.
- Ensure the safety, welfare and orderly conduct of pupils taking the school meal and/or that of pupils in and around the school buildings.
- To work as a team in providing activities for the children's health and wellbeing in a secure environment.
- Contribute effectively to the review of team practice, identifying and sharing information on the opportunities for improvement.
- Demonstrate a willingness to share information and expertise, which could benefit other team members in their work.
- Provide praise and encouragement to pupils to recognise and promote positive pupil behaviour and raise the social achievements of pupils during the lunch time school provision.
- Be responsible for ensuring that lunchtimes are an enjoyable and safe experience for all the pupils, so that they are physically and mentally prepared to learn during the afternoon.
- To support the schools provision of First Aid (after training) in the event of accident or injury and for the completion of relevant documentation per school procedures.
- Assisting as directed with the maintenance of orderly arrangements both for the taking of the school meal and the use of the buildings and other areas by students.
- To be alert to and assist as required with any bottlenecks at the serveries or tills.
- To be aware of pupils on special or restricted diets for medical reasons from information provided.

- To encourage good eating practices, ensuring safety with cutlery and courtesy towards servers and monitors.
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc.
- Discouraging dangerous activities and correct behaviour to maintain order and discipline.
- Maintain confidentiality and take part in the school performance management system.

Other

- To ensure the school fully reflects the schools’ ethos, aims and policies, particularly those relating to equal opportunities and racial equality.
- To implement all school policies, procedures and relevant practices, in particular those relating to Health & Safety of staff, pupils/students and visitors and General Data Protection Regulations (GDPR).
- Comply with policies and procedures relating to child protection, welfare, security, confidentiality, data protection and the reporting of any concerns to the appropriate person.
- To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
- To complete school based induction and any subsequent training, for example, modules leading to proficiency in Every System, required to improve performance.
- The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. Staff in school’s work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.

These duties are neither exclusive nor exhaustive. The details and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by the Principal and SLT that are broadly within the level of the post.

This post is subject to an enhanced Criminal Records Bureau disclosure. The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Reporting to: Lunch time Operations Supervisor

Responsible for: n/a

Person specification: Midday Assistant

		Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Qualifications			
1.	Relevant play courses	D	A
2.	First Aid Training	D	A
3.	Child Protection Training	D	A
4.	Health and Safety Training	D	A/I/R
Professional experience and practice			
5.	Experience of working with children aged 11-16 years	D	A/I/R
6.	Knowledge of child development	D	A/I/R
7.	Experience of planning stimulating activities for individual age ranges	D	A/I/R
Ability and Skills			
8.	Ability to work flexibly to meet the needs of the School and individual children	E	A/I/R
9.	Ability to plan a wide range of indoor and outdoor age-related activities appropriate to children's needs	E	A/I/R
10.	Excellent interpersonal skills	E	A/I/R
11.	Ability to communicate positively and effectively to children	E	A/I/R
12.	Actively contribute to a happy safe and supportive play environment	E	A/I/R
13.	Able to work within a team	E	A/I/R
Personal Attributes			
14.	A proven excellent attendance record	E	A/I/R
15.	A proven ability to work effectively, with little supervision.	E	A/I/R
16.	Able to work in a polite and calm manner, particularly when under pressure	E	A/I/R
17.	Emotional resilience to challenging behaviour and a consistent approach to the maintenance of discipline	E	A/I/R
Leytonstone School is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Enhanced DBS Disclosure is required for this post.			