

Job description

Job title	Middy Assistant
School	Ilford County High School
Reports to	School Business Manager
Salary	LBR 1C 2-3 £15.03- £15.24 per hour
Hours	<ul style="list-style-type: none"> • 9.10 Hours • 38 Weeks per year • Hours 12.25-2.10 Monday to Friday
Responsible for	NA
Purpose of job	
<p>Ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and play activities. Responsible for the health, safety, conduct and wellbeing of all pupils. Also ensure the smooth running of the meal arrangements by anticipating and dealing with problems and promoting constructive play ideas with pupils.</p>	
Main duties and responsibilities	
<p>Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.</p> <p>Support pupils in meal arrangements.</p> <p>Engage in playtime activities with pupils.</p> <p>Ensure that the pupils dry their hands.</p> <p>Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.</p> <p>Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal. Pour water for the pupils.</p> <p>Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils ether side of them.</p> <p>Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean.</p> <p>Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.</p>	

Ensure pupils are dressed appropriately for the weather.

Make sure that toilets are used sensibly.

Ensure that pupils are not in the building when they should be outside.

Encourage good behaviour in the playground (follow the appropriate policy).

Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch.

During wet lunchtimes: Supervise a class while they play classroom games, draw or finish school work; read a story or play games; ensure equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session.

To recognise and report on child protection issues according to school policy.

Communicate any general concerns to the class teacher at the end of the lunchtime.

Prepare, maintain and use resources required to meet requirements and assist pupils in their use.

Ensure the pupils are always supervised, arrive punctually to their classroom, and the area is tidied up each day. Ensure the playground equipment is used and stored properly.

Be punctual and reliable.

Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.

Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

General

Attend and participate in relevant meetings, training and other learning activities and performance development as required.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances

change.

All schools and services in Redbridge are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Redbridge are expected to share this commitment.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

Person specification

Job Title	Midday Assistant	Grade	LBR 1C
School	Ilford County High School		
<p>Education and Qualifications:</p> <ul style="list-style-type: none"> • Good numeracy/literacy skills • First Aid Certificate 			
<p>Experience/Knowledge/Skills:</p> <ul style="list-style-type: none"> • Experience of working with or caring for pupils of relevant age. • Have an awareness of health and safety issues within the school environment • Understanding of relevant polices/codes of practice and awareness of relevant legislation. • Commitment to and understanding of Equal Opportunities. • Basic understanding of child development and learning. • Good numeracy / literacy skills and communication skills. • Confidence in dealing with young people, maintaining discipline and motivation. • Ability to relate well to pupils and adults. • Able to work constructively as part of a team, and responsibilities and your own position within these. • Appropriate knowledge of first aid. • Ability to identify own training & development needs & cooperate with means to address these 			
<p>Other job requirements:</p> <ul style="list-style-type: none"> • Enhanced DBS check. • Flexible in approach and attitude • Willing to undertaken training 			