# 

Academies Enterprise Trust

**Job Description**

**Job Title: Midday Assistant**

**Location: Westerings Primary Academy**

**Hours of work: 7.5 hrs pw, 38 weeks per year**

**Salary: Point 10**

**Reports to: The Senior Midday Supervisor**

**Purpose of the Role:**

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.·

To maintain the safety, welfare and good conduct of the pupils during the midday break.

**Responsibilities:**

**·** To assist children with eating their meal if applicable.

· To set up and tidy away tables, following appropriate training.

· To clear tables when meals are finished and clear up any associated spillages.

· To enforce the necessary sanctions for maintaining good order.

· To administer basic first aid as required.

· To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.

· To provide pastoral care, guidance and routine advice to pupils as appropriate.

· Where necessary and appropriate to lead games and activities with the children.

· To alert the Midday Supervisor and/or the Principal of any concerns regarding an individual child or group of children

· To attend relevant training and meetings as required.

· To respect confidentiality at all times.

· 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.

· To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.

· To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: Midday Assistant**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications and 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 |  |
| **Communication Skills** | 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 |  |
| **General Skills** | Organisational skills | Good organisational skills |  |
| Time Management | Ability to manage own time  actively |  |
| Creativity | Ability to follow instructions |  |
| **Special Requirements** | 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 |  |