

Midday Assistant

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| Salary / grade range | B SCP 3 £22,737 FTE - Pro Rata Actual Salary £3,425.42 6.25 hours P/w (11:45am - 1:00pm) |
| Location | Co-op Academy Portland |
| Reports to | Head Teacher, Senior Leadership Team |

Purpose of role:

The duties of a Midday Assistant are to act as a member of the team, supervising pupils during the lunch break and to sustain the welfare and the safety of the pupils during the break period as directed by the Head teacher/Senior Leadership Team. You are expected to keep matters concerning staff and children confidential, and to refer matters when necessary to the Head teacher.

Key accountabilities (and specific duties / responsibilities):

1. Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
2. Report incidents in line with school policy.
3. To organise and supervise the washing of hands and hygiene of infants/junior pupils.
4. Organisation of the entry of pupils into the dining room.
5. To assist with the cutting of meat and other food items for infant pupils.
6. To provide emergency treatment for accidents and to record such treatment.
7. The organisation and management of large numbers of pupils.
8. To supervise classes of children inside school during wet lunchtimes.
9. To maintain discipline during the lunch break and to promote adherence to the School's Behaviour and Anti Bullying Policies.
10. To ensure that Local Authority Policies on Equality are adhered to.

11. To promote adherence to the School's Codes of Conduct.
12. To report any matters involving Child Protection immediately to the Head teacher.
13. To undergo training as required.
14. To perform other duties considered reasonable that are commensurate with the grading and designation of the post.

Individuals in this role may also undertake some or all of the following:

1. Assist in the supervision of other activities during the midday break, including setting out and storing equipment
2. Encourage pupils to select and eat healthy balanced meals
3. Clean up spillages of food or liquid during meal service
4. Wipe down tables and clean dining areas between meals
5. Undertake similar work at other times, such as before and after school.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties. Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Personal attributes required (based on job description):

| Attributes | All attributes are essential, unless indicated below as 'desirable' | How measured, e.g. application form (A), interview (I) test (T) |
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| Qualifications <ul style="list-style-type: none"> ● First Aid Qualification ● Qualification in Childcare, Playwork, or sports coaching | Desirable Desirable | AI AI |
| Experience <ul style="list-style-type: none"> ● Can follow procedures and instructions ● Ensuring pupil safety ● Ability to work as part of a team ● Experience of supervising children ● Experience of leading children's games and activities | Desirable Desirable | AI AI AI AI AI |

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| <p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • Understanding of school procedures for supervision of pupils during midday break • Ability to communicate with children and adults • With training, ability to log incidents using digital technology • With training, understanding of pivotal behaviour management strategies | | <p>AI AI AI AI</p> |
| <p>Personal Qualities</p> <ul style="list-style-type: none"> • Assembling of equipment • Cleaning duties • Working outdoors in most weathers • Open to coaching, feedback, and development • All our colleagues are expected to demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op | | <p>AI AI AI AI AI</p> |

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

- Application (A)
- Interview (I)
- Presentation (P)
- Observation (O)
- Task (T)