**Job Description**

**Job Title: Midday Assistant**

**Location: Pioneer School**

**Hours of work: 7.5 hours per week 38 weeks per year**

**Reports to: Vice Principal**

**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 promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.

**Responsibilities:**

* To lead and participate in safe, creative and appropriate play opportunities with children.
* To assist children in selecting their meal and sitting in an appropriate place in the dining hall.
* To assist children with eating their meal if necessary.
* To clear tables when meals are finished and clear up any associated spillages.
* To help children build friendships and supportive play groups.
* To identify pupils who may be isolated and encourage them to join activities.
* To ensure all pupils are engaged in positive behaviour.
* To ensure that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school’s agreed procedures and incident forms are completed as required.
* 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 Heads of Learning and/or the Vice Principal of any concerns regarding an individual child or group of children.
* To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.
* To attend relevant training and meeting as required.
* To maintain and respect confidentiality at all times.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**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.

Signed ………………………………………………………………………………………………………….. Date …………………………………….

Name ……………………………………….......................................................................

**Person Specification**

**Job Title: Learning Support Assistant**

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| --- | --- | --- | --- |
| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role |  |  |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | * Successful experience working with SEN children * Knowledge of general aspects of child development * Working effectively as part of a team * Good communication skills with adults and children * Have a positive approach to behaviour management * Understand and support the importance of physical and emotional wellbeing | * Experience of planning stimulating activities for children of all ages and abilities * Basic understanding of Health & Safety * Basic knowledge of first aid |
| **Skills** | Line management responsibilities (No.) | * None |  |
| Forward and strategic planning | * To be able to follow plans for lunch times |  |
| Budget (size and responsibilities) | * None |  |
| Abilities | * Ability to work flexibly to meet the needs of the school and individual children * Ability to build good working relationships and rapport with both children and adults * Ability to plan a wide range of indoor and outdoor age-related activities appropriate to the children’s needs * Ability to communicate positively and effectively with children * Ability to remain calm under pressure * Demonstrate creativity and an ability to use own initiative * Actively contribute to a happy safe and supportive play environment * An ability to resolve routine problems independently * Ability to lift and undertake manual handling |  |
| **Personal Characteristics** | Behaviours | * To be flexible and adaptable to changing circumstances and situations * To be observant and alert to potential danger to pupils * Motivated and energised * Awareness of and commitment to equalities issues |  |
| Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |