

Job Description

Job title	Midday Assistant	Grade	LBR1c, pt 2
School	Valentines High School		
Reports to	Headteacher's PA		
Main duties and responsibilities			
Job Purpose The postholder will be responsible for supervising students and the school's premises during the lunch break to ensure that the break runs effectively and that the safety and welfare of students is maintained.			
Responsibilities			
Supervision			
<ul style="list-style-type: none">• Supervise students in the lunch areas, including the dining hall, main hall, outdoor areas and classrooms (for wet play)• Encourage students to eat their lunch and monitor those who do not eat, reporting any concerns to an appropriate member of staff.• Monitor students that are not engaging in play and feedback any concerns to an appropriate member of staff.			
Organisation			
<ul style="list-style-type: none">• Manage student's entrance and exit from the lunch area in an orderly manner.• Clean up food and water spillages.• Assist in returning plates to the kitchen and other equipment needed for eating during the lunch area.• Ensuring that students remain in the designated eating areas whilst eating.			
Health and safety			
<ul style="list-style-type: none">• Observe students and the environment and take action to minimise any identified health and safety risks.• Refer accidents to a qualified first aider.• Record details of incidents in line with the school's reporting procedures.• Be aware of and support students with medical/dietary needs.• Promote the school's policy around healthy eating allergy awareness to students.• Feedback concerns relating to students' health and safety to an appropriate member of staff.			
Behaviour			
<ul style="list-style-type: none">• Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy.• Take necessary action to minimise disruption and harm to students, in line with the school's behaviour policy.• Make sure students tidy up after themselves in the lunch areas and when using play resources/equipment.• Follow any directions from senior members of staff on supporting specific students with challenging behaviour.			
Play			
<ul style="list-style-type: none">• Offer educational instruction where needed to help students to share play equipment.• Help to resolve issues between students during play activities.			
Safeguarding			
<ul style="list-style-type: none">• Make sure students remain on the school premises during the lunch break.• Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals.			

Person Specification

Education/Qualifications

- GCSE level in literacy and numeracy, or the equivalent Grade C or above
- First aid training (or willingness to complete it)

Experience

- Working with children or young people
- Working and collaborating within a team

Skills and knowledge

- Ability to communicate well with adults and children.
- Ability to work as part of a team.
- Good organisational skills
- Ability to respond quickly and effectively to issues that arise.
- Ability to use own initiative and act accordingly.
- Ability to follow instructions from senior team members.
- Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies.
- Ability to build effective working relationships with colleagues.

Personal qualities

- Awareness of health & safety and practical hygiene issues.
- Ability, flexibility, and willingness to take on other responsibilities or duties as deemed necessary.
- Commitment to supporting and understanding pupil needs.
- Uphold and promote the ethos and values of the school.
- Always maintain confidentiality.
- Commitment to safeguarding, equality, diversity and inclusion

Valentines High School Values & Ethos

- To play a full part in the life of the school community, to support its distinctive mission and ethos and where applicable encourage and ensure staff and students to follow this example.
- Support the school in meeting its legal requirements for collective worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with the post holder, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed by.....

Date.....