 

**Job Description**

**Job Title: Mid-day Assistant**

**Location: Tendring Technology College**

**Hours of work: 5.86 per week term time plus non-pupil days**

**Reports to: Senior Staff on Duty**

**Purpose of the Role:**

To act as part of a team to ensure the safety, welfare and good conduct of students, in accordance with College policy and practices, under the direction of Senior Staff

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 supervise the students at lunchtime
* To maintain the safety, welfare and good conduct of the students
* To alert the Senior Staff of any concerns regarding individuals or groups of students
* To provide guidance to students as appropriate
* To check students lunch passes
* To clean and tidy the dining area during the middle lunchtime period
* To assist in the safe evacuation of the buildings in the event of fire or other emergency
* To maintain 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

**Person Specification**

**Job Title:**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role |  | * Functional skills in literacy and numeracy |
| **Skills, Knowledge / Experience** | Specific knowledge/  experience required for the role | * Calm and positive approach * Ability to use own initiative when required * Good communication skills * Ability to work as part of a team * Sensitive to the needs of children | * Experience of working in a school environment |
| **Personal Characteristics** | Personal Requirements |  | * Energy, resilience and a sense of humour * Willingness to learn and take on new skills |
| 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 |  |