Job Description

Post: Midday Assistant

Responsible to: Midday Supervisor

Role: To maintain the safety, welfare and good conduct of students during the lunch breaks in line with the Academy's policies and procedures

Main Duties & Responsibilities:

- Supervise students in specified areas (inside and outside) of the Academy
- Maintain good order in specified areas (inside and outside) of the Academy
- Clear tables in dining hall(s)when meals are finished
- Report any unacceptable behaviour to the Senior Midday Assistant or senior member of staff
- Inform the Senior Midday Assistant of any concerns regarding individual students or groups of students
- Ensure that students who suffer accident or injury are referred to the Medical room
- Provide assistance to ensure students return to classrooms at the end of the lunch breaks
- Other duties commensurate with the post, as required

General:

- To understand and apply Academy policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development
- Attend relevant Academy 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 comply with individual responsibilities, in accordance with the role, for health & safety in the work place, according to current AET policies.
- Ensure that all duties and services provided are in accordance with the Academy's Equal opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Principal and/or Principal to carry out any other reasonable duties commensurate with the post.

The post holder will receive training, support and access to the appropriate courses for development.

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
5. 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.
6. 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

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of working with children in a school environment Educated to NVQ Level 2
	Knowledge	Basic knowledge of First Aid - Desirable Understanding of the Academy Policies and Procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
Communication	Written	Ability to complete forms
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
Working with children	Behaviour Management	Understand and implement the Academy's behaviour management policy
	SEN	Understand the differences in children and adults and respond appropriately in relation to the role
	Health & Well being	Good understanding of the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the Academy
	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 Academy Ability to work on own
	Information	Ability to provide timely and accurate information as required in relation to the role
Responsibilities	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Working knowledge and good 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
	Academy Policies	Knowledge of general Academy policies and procedures