## JOB TITLE: Midday Assistant

**REPORTS TO:** Midday Supervisor

## BAND: Thurrock Grade A

**JOB PURPOSE**

To implement the School Lunchtime and Behaviour policies, ensuring the security, safety, welfare and good conduct of pupils during the midday break.

**KEY CORPORATE ACCOUNTABILITIES**

* To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures. To have particular and specific management responsibilities.

 **PRINCIPAL ACCOUNTABILITIES**

* To supervise pupils in the dining hall (including supervising pupils collect, eat and clear away their meals), playground, field area and school premises.
* To ensure the care of pupils who are injured or unwell.
* Ensure that pupils play together positively and co-operatively with good behaviour.
* Giving comfort to distressed pupils.
* To uphold the School’s Behaviour Policy, including treating pupils with respect and consideration.
* To use play leader skills to support and lead physical activities for pupils in playground areas.
* To work with, and support, the kitchen staff to ensure a smooth and professional midday service is provided.

**GENERAL**

* To understand and apply school policies in relation to health, safety and welfare
* Attend relevant training and take responsibility for own development
* Attend relevant school 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 workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

 I confirm that I have read and understood, and that I accept, the above job description:

Signature : …………………………………… Date: ……………… Name in full ……………………. …….

**Person Specification – Midday Assistant**

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Working with or caring for children |
| Knowledge of relevant policies and procedures | Knowledge of First Aid |
| Literacy | Basic reading and writing skills |
| Numeracy | Ability to count and undertake basic calculations |
| Technology | Ability to use basic equipment e.g. photocopier, computer |
| **Communication** | Written | Ability to complete basic forms |
| Verbal | Ability to exchange routine verbal information clearly with children and adults |
| Languages | Seek support to overcome communication barriers with children and adults |
| Negotiating | Consult with children and other adults |
| **Working with children** | Behaviour Management | Understand and implement the school’s behaviour management policy  |
| SEN | Understand and support the differences in children and adults and respond appropriately |
| Curriculum | Understanding of games and activities which support learning |
| Child Development | Understanding of the way in which games and activities can help children develop |
| Health & Well being | Understand the importance of physical and emotional wellbeing  |
| **Working with others** | Working with partners | Understand the role of others working in the school  |
| 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 school |
| Information | Ability to provide timely and accurate information |
| **Responsibilities**  | Organisational skills | Good organisational skills |
| 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 | Basic understanding of Health & Safety |
| Child Protection | Good understanding of and commitment to child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Be prepared to develop and learn in the role |