|  |  |  |
| --- | --- | --- |
| **JOB DESCRIPTION** | | **JD no: 33** |
| **Job Details** | | |
| **Post Title** | Midday Assistant | |
| **Responsible to** | Line Manager | |
| **Purpose of job** | | |
| To work as part of a larger team supervising and monitoring pupil behaviour during the midday break, under the direction of senior staff. | | |

|  |
| --- |
| **Responsibilities** |
| 1. Supervise activities and maintain the health, safety, welfare and safeguarding of pupils during the midday break. 2. To monitor pupil behaviour, discouraging anti-social and poor behaviour and dealing with incidents of inappropriate behaviour in line with the Academy’s Behaviour Policy. 3. Encourage pupils to eat healthy balanced meals. 4. To deal with minor injuries, providing emotional support and liaising with first aiders and senior staff as appropriate. 5. Maintain a clean dining area, cleaning up spillages of food or liquid during/after meal service. 6. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information. 7. To undertake any other duties, commensurate with the level of the post, as may be required from time to time. |
| **Assessment and Reporting** |
| * Standard of work will be assessed by the Line Manager and as such the Midday Assistant will be observed and monitored both formally, through the Trust’s Performance Development procedures and informally through daily discussions. |
| **Student Care Role** |
| * The Midday Assistant will follow the Trust’s procedures for student contact & welfare. * All issues arising from direct or indirect contact are to be taken to the appropriate Academy’s Child Protection Officer. |
| **Training and Development** |
| * Training and development will be given to ensure that the Midday Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust. |
| **Communication** |
| The Midday Assistant will:   * seek to respond to work-related matters within the same working day wherever possible * represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment |
| **Discipline, health and safety** |
| All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere. |
| **Hours of work** |
| * The Midday Assistant is employed for [hours] per week for [weeks] |
| **Collegiate responsibility** |
| In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:   * providing a courteous and efficient service to students and staff at all times; * using their influence with other staff and students to promote high standards of behaviour and order within the Academy |
| **Performance Management** |
| The Midday Assistant will be subject to the Brooke Weston Trust’s Performance Management arrangements as set out in the relevant policies.  **Appraisal**  The Midday Assistant will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance. |
| **Role Review** |
| This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval. |