

Job Description : MIDDAY ASSISTANT

Key Information

Post Title: Midday Assistant

Contract type: Permanent

Salary: Academy Scale 1a, Point 2-3

Reports to: Senior Midday Supervisor

Location: Woodlands Academy

Additional information:

Purpose of Post

Supervise individual and groups of children in dining, playground and circulation areas throughout the day and engage them in appropriate activity and intervene to maintain behaviour standards and ensure wellbeing, safety and welfare.

Main Duties and Responsibilities

- Supervise children and young people, monitor their wellbeing and intervene using appropriate techniques and strategies to resolve challenging behaviour issues and maintain standards
- Assist developing and organising relevant activities to create a stimulating, safe and secure environment
- Record and report all incidents, accidents or concerns
- Identify and inform the teacher or nominated supervisor of any pastoral or educational concerns related to individual and groups of pupils
- Encourage healthy eating and interact positively with the children at meal times
- Ensure the environment is appropriate for food consumption e.g. cleaning tables
- Monitor children's and young people's conduct and behaviour throughout the mainstream learning process and intervene to resolve routine issues using appropriate techniques and skills to de-escalate potential difficult situations, or resolve simple conflict with individual and groups of pupils to establish and maintain a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.
- Cultivate and foster positive relationships with young people.
- No direct supervisory responsibility other than familiarisation of procedures and support to other colleagues.
- The post holder works under the close direction of the Senior Midday supervisor.

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

Person Specification : MIDDAY ASSISTANT

Specification	Essential	Desirable	Evidence
Qualifications & Training	<ul style="list-style-type: none"> Awareness of the differing needs of children and child protection issues 		
Experience	<ul style="list-style-type: none"> Supervisory experience 	<ul style="list-style-type: none"> Knowledge of safeguarding and the Ofsted framework Experience of working with children in a school 	
Professional knowledge & understanding	<ul style="list-style-type: none"> When and how to intervene to ensure children's behaviour is appropriate Capable of adopting approaches that encourage children to ensure appropriate behaviour 	<ul style="list-style-type: none"> Knowledge of safeguarding and the Ofsted framework Awareness of the relevant schools procedures, practices, protocols and relevant legislation Knowledge of the Healthy Schools Standards 	
Skills	<ul style="list-style-type: none"> Good listening and observational skills Good interpersonal and communication skills Ability to develop and maintain positive relationships with children and colleagues Ability to supervise a wide range of pupils in non-teaching situations 		
Personal Attributes	<ul style="list-style-type: none"> Able to work positively with others in a teamwork situation Ability to communicate with and motivate groups of children 		