



**SOUTH WEST ESSEX**  
COMMUNITY EDUCATION TRUST

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## Job Description

### Midday Assistant





**JOB TITLE:** Midday Assistant

**REPORTS TO:** Headteacher

### **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**

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality, Diversity and Inclusion in Employment Policy in relation to both employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required;
- To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the Head Teacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

### **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**

- Commitment to the Trust's central team Vision and Values;
- To maintain awareness of and commitment to the Trust's Equality and Diversity in Employment Policy in relation to both, employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust' policies including Code of Conduct, Safeguarding Policy and E-Safety Policy;
- To fully comply with the Health and Safety at Work Act 1974 ect, the Trusts Health and Safety Policy and all locally agreed safe methods of work;
- At the discretion of the Head Teacher, such other activities, as may from time to time, be agreed consistent with the nature of the job describe above;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of our own team development needs



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: .....

**Midday Assistant**

**Person Specification**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	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
<b>Communication</b>	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
<b>Working with children</b>	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 & Wellbeing	Understand the importance of physical and emotional wellbeing
<b>Working with others</b>	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
	Teamwork	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions



<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic 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