

Midday Assistant Job Description

Grade – Scale 2

Line Manager – Senior Midday Supervisor/Headteacher

Job Purpose:

Acting as part of a team, to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions.

Principal Accountabilities:

To maintain the safety, welfare, and good conduct of the pupils during the midday break.

Duties:

- To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room.
- To assist children with eating their meal if applicable.
- To clear tables when meals are finished and clear up any associated spillages.
- To enforce the necessary sanctions for maintaining good order.
- To administer basic first aid as required.
- To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.
- To provide pastoral care, guidance and routine advice to pupils as appropriate.
- Where necessary and appropriate to lead games and activities with the children.
- To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children.

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General Overview:

- To attend relevant training and 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 understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.
- 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 Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Role Expectations – Midday Assistant

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, video.
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.

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	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.
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.
	Teamwork	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.

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	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.