

Job Description

Post Title: Midday Assistant
Responsible to: Head Teacher, SLT

MAIN PURPOSE OF THE JOB

To work under the guidance of the School's Leadership to supervise and be responsible for the safety and welfare of children during lunchtime throughout the school site.

Key Duties

- Build excellent relationships with the children within the school.
- To supervise children when eating in the lunch hall, and throughout the school site including the playground areas, encouraging and promoting good manners and considerate behaviour.
- Prepare, maintain, and use resources required to meet learning intentions (for example playground play equipment) and specific needs.
- Use own initiative to prepare and lead games and activities that the children find engaging, and that support them (both academically and socially).
- Assist where applicable with associated duties (e.g. helping clear up spillages etc, promoting good hygiene etc)

Job activities to include

- Supervision and provision of support for pupils, including those with additional needs, ensuring their safety.
- Encouraging pupils to interact appropriately with others and engage in school activities.
- Assist with medical / toileting needs as required.
- Set challenging and demanding expectations and promote independence and self-esteem, in line with school policies.
- Establish constructive relationships with pupils and interact with them according to individual needs, promoting inclusion.
- Help create maintain a purposeful, orderly, and supportive environment so that children understand which resources are available and how to engage/play with them.
- Promote excellent pupil behaviour, dealing promptly with incidents in line with the agreed behaviour policies.
- Establish constructive relationships with colleagues, parents and carers and other staff and partners involved with the school.
- In the event of any sickness or injuries, assisting the child and seeking the appropriate First Aid response.
- Reporting any accidents in line with the school's own accident reporting procedures.
- To have knowledge of, comply with, and apply codes of practice in relation to Health and Safety at Work Act.
- To work to and support all school and The Primary First Trust policies and the latest Safeguarding and Keeping Children Safe In Education guidance, and where appropriate, report any concerns.
- To undertake any broadly similar job-related duties and / or training as necessary as directed by the Head Teacher.

Person Specification

Midday Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good numeracy and literacy skills.	<ul style="list-style-type: none">• First aid training.
Knowledge and Experience	<ul style="list-style-type: none">• Working with or caring for children of a relevant age.	<ul style="list-style-type: none">• Worked with children in a similar setting previously.
Abilities and Attributes	<ul style="list-style-type: none">• Basic understanding of child development.• Ability to work under supervision and independently.• Ability to relate well to children.• Ability to work constructively as part of a team.• Ability to follow own initiative in preparing activities.	<ul style="list-style-type: none">• Understanding of relevant policies and practices.• An understanding of the curriculum and other learning strategies.

Safer Recruitment Policy: All successful candidates will be required to:

- Undergo an Enhanced DBS check.
- Complete a Pre-Employment Health Check questionnaire.
- Provide two satisfactory references provided, one of which must be your current/most recent employer.

Safeguarding: All Staff will be:

- Provided with the most up to date Safeguarding and Keeping Children Safe in Education guidance as part of our statutory obligations.