



The Academy of Cuxton Schools
Job Description
Midday Assistant

Post:	Midday Assistant
Responsible to:	Midday Supervisor/SLT
Liaising with:	Class Teacher/other MDA/SLT
Main Purpose:	
<ul style="list-style-type: none"> To ensure the security, safety and well-being, and care of the pupils and to promote their social, emotional and physical development during the lunch time period. 	
The Main Responsibilities of the post are to:	
<ul style="list-style-type: none"> To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline. To report to the Midday Supervisor at beginning of the lunch period and receive any instructions with regard to duties. To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Midday Supervisor as appropriate. To ensure the safety and wellbeing of children, providing emotional support where necessary. To arrange and supervise appropriate play and physical activities under the direction of the Midday Supervisor To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed policies and procedures. 	
Dining Hall	
<ul style="list-style-type: none"> To organise dinner queue and ensure calm and orderly entrance of pupils into dining hall and from dining hall to playground: <ul style="list-style-type: none"> Promoting and ensuring good behaviour and a calm atmosphere. Dealing with any misbehaviour that may occur in accordance with the school's behaviour policy. Addressing issues calmly and politely and in doing so being a role model to the children. Report, as appropriate, incidents to the Midday Supervisor. To encourage all pupils to eat but especially those with special needs or disabilities, and to assist children with cutting up food, opening tubs, pouring water etc. where appropriate to e.g. age of child, needs of child, as necessary. To encourage social skills and good table manners, ensuring safety with knives and forks. To clean up spillages of food and to organise clearing cutlery and crockery off tables. 	
Playground	
<ul style="list-style-type: none"> Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions. To supervise and control entrance and exit by pupils during the lunch break to school premises and ensure calm orderly conduct in accordance with the school's high expectations. To check on any strangers who may enter the school grounds and report any concerns to the Midday Supervisor. To ensure that pupils who leave the school site have permission to do so. 	



School Premises

- To supervise pupils and promote good behaviour on the school premises in the hall, classrooms, on stairs and through corridors, during lunchtimes and in addition when children are inside because of inclement weather.
- To ensure that, when classrooms are used during the Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
- To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Midday Supervisor.
- To take part in training appropriate to the job of Midday Meal Assistant.
- To take part in any appraisal arrangement made by the school.
- To undertake any other duties consistent with the purpose of the job.



Person Specification Midday Assistant

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview, you will be asked to answer questions regarding the skills and abilities shown below:

Person Specification	Essential	Desirable
Qualifications		
Experience of working with children at lunchtimes in a school setting.		✓
Experience		
Working with or caring for pupils of relevant age.	✓	
Knowledge		
Understanding of relevant policies/codes of practice and awareness of relevant legislation.	✓	
Commitment to and understanding of Equal Opportunities.	✓	
Basic understanding of child development and learning.		✓
Skills		
Good numeracy / literacy skills and communication skills.	✓	
Confidence in dealing with young people, maintaining discipline and motivation.	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
Ability to relate well to pupils and adults.	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	✓	
Displays commitment to the protection and safeguarding of children and young people.	✓	
Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.	✓	