

JOB DESCRIPTION

Job Title:	Midday Assistant Level 2
School:	Livingstone Road Federation
Salary Grade:	C
Responsible to:	Supervisor of Midday Assistants
Responsible for:	N/A

Main Job Purpose

- 1) Ensure the safety, general welfare and conduct of pupils during the lunch period.
- 2) To work as a team with other Midday Assistants with behaviour management during the lunch period.
- 3) Act as an important link between the team of Midday Assistants and teaching staff to ensure good communication is maintained.

Main Responsibilities and Duties

- 1) Oversee orderly, safe, hygienic and educational arrangements for pupils during the lunch period.
- 2) Supervise pupils in designated areas of the school during the midday break. Ensure their safety, welfare and general conduct through appropriate application of the school's behaviour, health and safety and other relevant policies and procedures. Establish safe and appropriate behaviour by effective intervention or referral to a senior member of staff.
- 3) Ensure that lunchtime play and fitness activities are purposeful and positive, that creative play is encouraged, and that play skills and specific games are taught as required.
- 4) Supervise the movement of pupils to and from dining and play areas, including any personal hygiene requirements.
- 5) Support the school's first aid procedures by taking any immediate action to attend to sickness or accidents by carrying out minor first aid, summoning relevant assistance when needed. Report any and every accident/injury to the identified First Aider.
- 6) If post holder is also an identified First Aider, administer first aid in the medical room when required, entering all incidents in the accident book.
- 7) Be accessible to the children in the area of the school allocated to supervise, circulating throughout that area of the playing areas or classrooms and also taking up viewing positions that allow maximum visibility of the playing areas or classrooms.

- 8) Attend to minor incidents and report and record any incidents or untoward events as necessary using the school's agreed procedure.
- 9) Support the school's fire and emergency procedures by being familiar with the instructions for staff and children located in all the teaching areas and taking appropriate action should the need arise.
- 10) Support the school's security procedures by challenging anyone on the premises without a school visitor ID badge and ensuring that the school office or a senior member of staff is informed.
- 11) Support the school's health and safety procedures by informing the school office of any hazardous and potentially hazardous situations observed during the period of duty.
- 12) Ensure that children have been returned to their work area at the end of the lunchtime period.
- 13) Ensure that children do not leave the school without permission (confirmed by the school office).
- 14) Participate in team / whole staff meetings when required and in development opportunities as necessary.
- 15) Retain the confidentiality of all aspects of school life.
- 16) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 17) Comply with all decisions, policies and standing orders of the school and the Borough of Poole; comply with any relevant statutory requirements, including Equality Legislation, the Health and Safety at Work Act and the Data Protection Act.
- 18) Demonstrate a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

Supervision and Management of People

- 1) Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Knowledge and Skills

- 1) Ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and display sensitivity to pupils' personal needs.
- 2) Very good understanding of and an ability to implement the school's behaviour management and other related policy and procedures.

- 3) Excellent understanding of Child Safeguarding issues.
- 4) Basic First Aid knowledge an advantage.

Creativity and Innovation

- 1) Some creativity and innovation is required in respect of play ideas and implementing these when play supervision is undertaken.
- 2) Whilst the post holder will follow school procedures, they are expected to identify and feedback where these could be developed or improved.

Contacts and Relationships

- 1) There is a high level of interaction with individuals and groups of pupils. Relationships will be managed within agreed policies and procedures. There is some scope for dealing with issues where the outcome may not be straightforward.
- 2) Contacts with other supervisory assistants and other school staff over general routine issues and reporting on any incidents over the lunch time period to the supervisor or line manager.

Decisions

- 1) Whilst the post holder will usually work within established routines, if they are supervising the movement and conduct of pupils, they will be expected to intervene as appropriate to establish safe and proper behaviour.
- 2) The post holder will need to exercise discretion in referring problems to a senior member of staff.

Resources

- 1) The post has little or no responsibility for physical or financial resources.
- 2) If personal protective clothing is supplied, it must be worn at all times, as provided, and maintained at an appropriate standard.

Work Environment

- 1) The post may require moderate physical effort, as some movement of furniture, food containers or play equipment may be required.
- 2) The post holder may be required to work outside in moderately adverse conditions.
- 3) The post holder will be expected to deal with challenging behaviour from pupils and may be required to attend to pupils with sickness and/or toileting problems.

Prepared by: Julie Atkinson

Date: March 2021

PERSON SPECIFICATION – Midday Assistant Level 2

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> Some experience of working with children desirable but not essential 	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none"> GCSE level or equivalent qualifications or experience 	Application form Certificates Interview
Aptitudes and Abilities	<ul style="list-style-type: none"> Ability to establish positive expectations of pupils' behaviour and demonstrate a sensitivity to pupils' personal needs Good interpersonal skills Ability to engage children in creative and innovative play Ability to work under own initiative Ability to manage some challenging behaviour from children Sensitivity plus the ability to handle confidential information with discretion and in line with Data Protection requirements. 	Application form Interview References
Knowledge	<ul style="list-style-type: none"> Knowledge of basic First Aid an advantage Knowledge of school's behaviour and management policy and procedures (training provided in school) Knowledge of school's fire and emergency procedures (training provided in school) Knowledge of Child Safeguarding procedures (training provided in school) 	Application form Interview References
Attitude / Motivation	<ul style="list-style-type: none"> Self motivated Team player Flexible, adaptable approach to achieving job requirements Willingness to attend school-based training 	Application form Interview References
Other Factors	<ul style="list-style-type: none"> Commitment to Equal Opportunities Enhanced DBS check 	Application form Interview References DBS process