

JOB DESCRIPTION



READING BOROUGH COUNCIL	Department/Directorate:
Post Reference No:	Location:
Job Title: Middy Assistant	Grade/Salary Range: RG2 Scale 3-4

JOB PURPOSE

To supervise pupils on the school premises during midday break, ensuring that the children eat meals safely and behave appropriately both in the dining hall and on the playground
The following duties and responsibilities describe the key functions but are not intended to be exhaustive.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Accountable to: Lunchtime Supervisor

MAIN DUTIES AND RESPONSIBILITIES

Escort pupils to and from the dining area, as necessary;

Ensure that pupils having a school lunch are in the dining hall at the correct time;

Help younger pupils at the counter with the proper use of cutlery, and encourage them cut up their food when necessary;

Assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished;

Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use;

Report to the senior midday supervisor any child whose diet may give rise for concern;

Take charge of groups of children in the playground or the classroom, depending on the weather;

Devise and initiate constructive play opportunities for children when required;

Be vigilant with regard to health and safety, both in the dining hall and on the playground, ensuring that children remain within a safe environment and that they play safely;

Set suitable behaviour standards in line with school policy;

Have an awareness of the school's policy on child protection

Help children acquire social skills;

Attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary;

Attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance;

Report to the Office Manager any acts that constitute serious infringements of school rules;

Liaise effectively and professionally with staff, teachers and parents, as required

Attend training, as required.

The school are currently operating two sittings for lunch to allow for social distancing and maintenance of year group bubbles so your shift will be to assist one sitting.

SCOPE OF JOB (Budgetary/Resource control, Impact)

There is no budgetary responsibility.

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of DBS check is required for this post ? **NONE/STANDARD/ENHANCED**

Does the post require a Protection of Vulnerable Adults (POVA) check? **YES/NO**

Does the post require a Protection of Children Act (POCA) check ? **YES/NO**

What other security/safer recruitment clearances are required for this post (*excluding standard identity/work permit/education qualification checks*)? **Declaration of Convictions - Exempted Posts**

Is this post 'politically restricted'? **YES/NO**

What Level H&S Responsibilities are applicable to this post? **Level 1**

PERSON SPECIFICATION



Reading Borough Council	Department/Directorate: DECS
Job Title: Midday Assistant	Post Reference No:

Qualifications/Education/Training:

Essential None

Desirable Current First Aid qualification

Experience:

The Lunchtime Controller should have experience of supervising children as a parent or carer and possibly working with groups of children on a voluntary or paid basis

Skills and Abilities:

Work as part of a group and individually;
Inspire trust and confidence in children;
Encourage high standards of pupil behaviour at all times;
Liaise with parents in a professional manner; observe the boundaries of the role, and respect confidential information;
Initiate games and activities appropriate to the age of the children;
Relate to children on their level;
Remain calm in a crisis;
Communicate effectively (both orally and in writing) to an appropriate standard;
Recognise behaviour giving cause for concern, and inform teaching staff;
Teach play activities to other lunchtime controllers

The successful candidate will be expected to,

- work within all school procedures and policies including Covid protocols
- support and promote the school's ethos, values and aims
- respect confidentiality
- report to the Headteacher as and when required

Specific Working Requirements:

Working both indoors and outdoors.