Job Description	
Post Title:	Midday Assistant
Salary Scale/Range	Scale 2 Point 3 £25,614FTE, Pro rata £5921.61 Actual
Hours	10 hours per week (term time only)
Permanent/Fixed Term	Permanent
Posts Responsible to	Headteacher
Job Purpose:	To be responsible to the Headteacher / Team Leader and the Lunchtime Co-ordinator under the overall authority of the Headteacher, for the supervision of pupils during the lunch break.

Key Accountabilities/Primary Responsibilities:

Duties that may be carried out in this role include, but are not limited to:

1. Supervise hand washing.
2. Supervision of children whilst eating lunch.
3. Escorting children to the dining areas ensuring that the flow of children in the immediate vicinity of the dining areas is made in a calm manner.
4. Encouragement of the children to consume their food and assist in the development of good table manners.
5. Ancillary associated duties (e.g. cleaning up spillages, ensuring tables are clean, ensuring the floor around the tables are clear and safe etc.)
6. Organise and lead activities with children in playground, taking responsibility for resources.
7. Monitor, canteen, cloakroom, toilets etc. when directed
8. Ensure and support children to lead and participate in a range of activities.
9. Organise opportunities for creative play, providing feedback to children using the schools Behaviour Policy eg Dojo Rewards.
10. Co-operate with their colleagues, providing support, help and guidance as required by them and their line manager, and enable effective communication throughout the School.
11. Staff should retain professional manner in their working activities ensuring that interactions with pupils and staff are positive.

12. Staff should be aware of, and should follow School policy systems and procedures. They should communicate through the line management structure, and should ensure pupils do likewise.

13. Where possible, proactively de-escalate behaviours to maintain a positive climate with children, managing low level disruptions independently in line with behaviour policy.

14. To participate in continual professional development including team briefs /attending relevant training (including first aid), showing a positive attitude to own professional development.

15. Such other related duties required as defined by the Head of School.

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by management of the school.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Midday Assistant are kept up to date, including attending any training course relevant to the post to ensure continuing personal and professional development.

- Be a professional role model, and understand and promote the aims and the values of the Trust

Safeguarding and Promoting the Welfare of Children and Young People

- The Midday Assistant is required to adhere to the statutory guidance 'Keeping Children Safe in Education' and follow all of the Trust's policies and procedures in relation to safeguarding at all times.

- The PA to the Headteacher must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety, or wellbeing of children or young people.

Data Protection & Confidentiality

- The Midday Assistant is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust's information governance policies and procedures at all times.
- Any information the jobholder has access to, or is responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person, or Authority without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

- The Midday Assistant is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
- The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.

Health and Safety

- The Midday Assistant has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.
- The Midday Assistant must cooperate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.

Staff Member Name	
Signature	
Date	
Manager Name	
Signature	
Date	

The particular duties assigned to this post are set out above but should not be regarded as exclusive, or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the Trust/School. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the post.