

Job Title	<b>Midday Assistant</b>
Job Type	Permanent
Job Hours	7.5 hours a week
Pay Grade/scale	OUTL1C (2-3)
Location	Hatchside School
Responsible to	Head of School/Deputy Head of School

### **Job Purpose**

Midday Assistants work with other staff within the school to provide support and supervision to pupils during the lunchtime period.

### **Duties and Responsibilities**

- Be positive, friendly and personable.
- Establish constructive, good relationships with pupils and interact with them according to individual needs.
- Assist with feeding programmes, ensuring that food and drink are suitably prepared and administered appropriately i.e. oral feeding or through gastro line.
- Supervision of pupils in dining hall, playground and other areas of the school – helping children where and when appropriate.
- Encourage pupils to eat their meal in a socially acceptable way.
- Where appropriate encourage independence of skills of pupils.
- Promote good behaviour in line with school policy.
- Assist in escorting pupils around the school environment.
- Engage (and initiate if appropriate) in playtime activities with pupils.
- General ancillary duties as required e.g. cleaning spillages.
- Attend to personal needs and implement related personal programmes for pupils ages 2-19 years. This could include toileting and other personal needs assistance, using appropriate handling equipment where required.
- Comply with policies and procedures relating to child protection, health and safety, hygiene and security reporting all concerns to an appropriate person and completed appropriate health and safety forms.

### **Person Specification/qualities**

The successful candidate will:

- Have a friendly and positive attitude;
- Work effectively in a team;
- Be patient;
- Be able to communicate effectively and appropriately with the children in the care based on the students individual needs;
- Be willing to attend any necessary training; and
- Be reliable and trustworthy.

**Other Responsibilities**

- Promote the vision, and contribute to the overall aims and values of the school and trust and in so doing, support its leadership.
- Be responsible for ensuring that personal and sensitive data processed within the school/trust is treated with confidentiality and kept secure and in line with Data Protection guidance including the new General Data Protection Regulations.
- Be aware of and support difference and ensure equal opportunities for all. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Contribute to the overall ethos/work/aims of the school and trust.
- Establish constructive relationships and communicate with other agencies/professionals.
- Present a professional and friendly disposition and personal image contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- Duties and responsibilities of the post may change over time as requirements and circumstances change.

**Other Requirements**

- You must have an up-to-date Enhanced DBS Disclosure which the school will apply for, on your behalf, if you are appointed to the role
- The school is committed to Safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment