

Job Description

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| Title of post | Midday Assistant |
| Salary | NSAT NJC Grade A/B, scale point 2: £22,366 Actual Salary: £4423 pro rata |
| Hours of work | 8.75 hours per week, (11.30am -1.15pm Monday – Friday) Term Time only |
| Line manager and responsible for reviews | Midday Supervisor |

Professional Responsibilities for all Associate Staff:

- Work within the NSAT Conditions of Service
- Support and promote the ethos, policies and development plan of the Academy/Trust
- Take part in performance management procedures within the Academy/Trust
- Attend and contribute to appropriate professional development meetings and training activities
- Undertake whatever other duties might reasonably be requested by the Head of Academy or Line Manager subject to appropriate competence and training.

Overall Responsibility:

- To work as part of a team monitoring pupil behaviour during the midday break to ensure a caring and safe environment.

Main Duties/Responsibilities

- Supervise the playground area, playing fields, cloakrooms and classrooms etc during the lunchtime break
- Assist with the removal of food and equipment once pupils have eaten their lunch
- Deal with minor first aid incidents; follow appropriate procedures for recording and reporting
- Assist in the implementation of appropriate behaviour management strategies as required
- Observe a child or young person's behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff
- Resolve minor disputes between pupils
- Assist in the supervision of other activities during the midday break, including setting out and storing equipment
- Establish rapport and respectful, trusting relationships with children, young people and those caring for them
- Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner
- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.