

West Leigh Junior School

Job Title	Midday Assistant
Responsible to	Senior Leadership Team / School Principal

This is a Regulated/Controlled Post and successful applicants will need to be able to register with the Independent Safeguarding Authority.

Purpose of the job

To participate as a member of a team, to take care and control of all of the children on the school premises during the midday break between the morning and the afternoon teaching sessions.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Duties and responsibilities

- To treat all children with respect, trust, kindness and honesty.
- To maintain the safety, welfare and good conduct of the pupils.
- To lead games and activities with the children.
- To develop a varied programme of activities as part of the lunchtime play.
- To organise and oversee the operation of the lunchtime play.
- To ensure that all equipment and areas are available, usable and safe.
- To set out and put away play equipment every lunchtime.
- To administer basic first aid as required.
- To uphold the necessary sanctions for maintaining good order.
- To provide pastoral care, guidance and routine advice to pupils as appropriate.
- To alert the senior leadership team of any concerns regarding a child or group of children.
- To understand and apply school policies in relation to health, safety, safeguarding, welfare and behaviour of pupils.
- To respect confidentiality at all times.

General

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above. This may be varied to meet changed circumstances in a manner compatible with the post held.

The post holder will undertake any relevant training.

The post holder is expected to show a responsible attitude towards Health and Safety and have due regard for their personal safety and that of others.

The post holder will support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

The school is fully committed to providing opportunities for your continuous professional development in the form of training, mentoring, shadowing, role enrichment, coaching, peer development, etc.

You are expected to actively engage in and be committed to your continuous professional development in relation to the identified needs of the school and your current and future roles and responsibilities throughout your professional career.