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**Palace Fields Primary School**

*Part of The Heath Family (NW)*

Role Specification

**Post Title:** Midday/Classroom Assistant

**Accountable to:**  Head of School

**Line Manager:** Head of School

**Overall purpose of the post:**

To care for the children during the lunchtime break and to prepare, provide and oversee suitable activities at this time.

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups in or out of the classroom.

**Main Duties and Responsibilities:**

**Support for Pupils**

* Supervise the welfare, security and good conduct of children during the mid-day break, enforcing the expected standards of school discipline.
* Oversee the dining arrangements, including the hygiene of pupils and the dining area. This will include toileting, hand washing, cleaning spillages, insisting on and modelling good table manners.
* Provide and run activities for the children during indoor and outdoor play.
* Promote inclusion and acceptance of all pupils.
* Promote a positive ethos and role model positive attributes, self-esteem and independence.
* Provide pastoral support to pupils.
* To administer basic first aid where appropriately trained. This may include recording minor accidents and ensuring that relevant staff are informed and ensuring that any more serious incidents are brought to the attention of the First Aider.
* During lesson times, to support pupils in their learning as directed by the class teacher.
* During lesson times, to observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement.

**Support for the Teacher**

* Assist with the movement of children around the school environment prior to, during and after the mid-day break.
* Manage pupil behaviour in line with school policy and ensure reports are made in agreed school format.
* Liaise closely with the class teachers on the welfare and discipline of pupils.
* Liaise closely with the class teachers regarding supporting pupils in their learning.
* Monitor individual children’s needs and reporting these to their designated supervisor as appropriate.
* Keep such records of the children’s learning and progress as are required by the school.

**Support for the Curriculum**

* Support the delivery of such programmes as Healthy Schools, PSHE etc. as directed by your line manager.
* Support the children’s development in basic skills as directed by the class teacher.

**Supplementary Support:**

1. Be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure all students and staff have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/vision and values of The Heath Family (NW)
4. Attend and participate in meetings outside of normal working hours.
5. Participate in training and other learning activities as required.
6. Recognise own strengths and areas of expertise and use these to advise and support others.
7. Other duties agreed from time to time by the post holder with their Line Manager.
8. Play an appropriate part in safeguarding procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

**Notes:**

This role specification is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

**Personal Attributes**

**Communication & Influence**

Conveys basic messages using a variety of media. Appears confident when communicating with others.

**Team working**

Shows an interest in others, taking time and effort to get to know people and a willingness to help others. Does not work in isolation, sharing information and keepings others up to date. Takes time out to listen, explain and provide constructive feedback.

**Organisational Awareness**

Understands how own job contributes to the school’s activities. Stays up to date with developments in school and discusses with colleagues their activities to gain a broad understanding.

**Adaptability**

Understands the need for, and the effects of, change and is able to adjust style and way of working taking others into account. Learns from experience.

**Professional Values and Practice**

Demonstrates high expectations for all pupils.

Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for them development as learners.

Ability to improve your own practice through observations, evaluation and discussion with colleagues.

**Experience & Knowledge**

Experience of working with and or caring for children (within a specified age range).

**Awareness and basic understanding of school curriculum (within a specified age range).**

Basic knowledge of First Aid.

Basic awareness of inclusion, especially within a school setting.

**Qualification & Training**

Willingness to participate in relevant training and development opportunities.