

## Job Description

<b>JOB PROFILE NAME:</b>	<b>Midday Assistant</b>
<b>LINE MANAGED BY:</b>	<b>Senior Midday Assistant or Headteacher / Principal</b>
<b>PROFESSIONALLY REPORTS TO:</b>	<b>Headteacher / Principal</b>

### Key Objectives of the Job

**Primary Purpose:** To ensure the safety and general welfare and proper conduct of the pupils during the midday period.

### Job Level Overview

The Job Holder will be subject to close supervision and will work within clearly established work routines/instructions. He/She will be competent in the application of standardised work routines and/or the use of non-specialist machinery & equipment. The Job Holder's direct impact on business performance will be at a local level.

Victorious Academies Trust has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post involves working with children and/or young people and applicants will be subject to Victorious Academies Trust's safer recruitment process.

### Operational Accountabilities

- Supervise pupils immediately before, during and after the midday break in all required areas. This includes pupils who have a school meal as well as pupils who bring their own food.
- Assist pupils as required with personal hygiene when appropriate.
- Assist with the lifting and handling of identified pupils in conjunction with other staff members, making use of mobility aids as necessary.
- Encourage and assist pupils in eating, providing guidance on the proper use of cutlery.
- Assist pupils in carrying/transporting trays to the tables and returning crockery and used trays to the food counter. Ensure the dining hall is left in a tidy condition.
- In the event of a pupil becoming ill, distressed, or experiencing an accident, provide initial aid and summon qualified assistance. Completion of relevant reports.
- To assist with the clearance of spillages and wipe down, as necessary.
- Devise and initiate constructive play opportunities for children, as required.
- Assist pupils with dressing for outside play activities.
- Report to the Senior Midday Supervisor any child whose diet may give cause for concern.
- Ensure that children remain within a safe environment, and that they play safely.
- Ensure suitable behaviour standards are adhered to, in line with school policy and procedures.
- Report to Senior Midday Supervisor/Class Teacher/Headteacher any inappropriate pupil behaviour/incidents during the lunchtime break, following the school's reporting process.
- To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.
- 

### Financial Accountabilities

None

#### People Accountabilities

The Mid-day assistant is:

- not typically responsible for supervising others- if they do, spends more than 80% of time as a team member rather than supervisor.
- not responsible for the development of others.
- responsible for ensuring pupil safety, behaviour and creating a sound environment for learning.

#### Knowledge and Applied Skills

- Good communication skills.
- Organised.
- The ability to remain calm and patient.
- Enjoy working in an education environment (previous work or voluntary experience required).

#### Behavioural Competencies

People Success Factors:

- Delivery through people
- Customer focus
- Contributing to continuous improvement
- Dealing with change

#### Additional Role Information

- Experience of working in an education establishment.

The post you are applying for involves working with children and/or young people and you will be subject to the Trust's safer recruitment process.

## Person Specification

Attributes	Essential	Desirable	Method of Assessment
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further training / Development</li> <li>First Aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> <li>Interview</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with school pupils</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with KS1 and KS2 pupils</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Understanding of child development and learning</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of relevant policies / codes of practice and awareness of relevant legislation</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> <li>Ability to relate well to children and adults</li> <li>Committed to the principles of equality and diversity</li> <li>Flexible approach to work</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>Enhanced clearance from the Disclosure and Barring Service.</li> </ul>		<ul style="list-style-type: none"> <li>DBS check</li> <li>Application form</li> </ul>

AF = Application Form

I = Interview and other activities