

**JOB DESCRIPTION MIDDAY ASSISTANT**

**TITLE: Welfare Assistant**

**SCHOOL: Oakdale School**

**RESPONSIBLE TO: Headteacher**

**GRADE: A1**

**PURPOSE OF POST: To ensure the health, safety and general welfare and proper conduct of the pupils during the midday period.**

**PRINCIPAL RESPONSIBILITIES:**

1. 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.
2. Assist pupils as required with personal hygiene when appropriate.
3. Assist with the lifting and handling of identified pupils in conjunction with other staff members, making use of mobility aids as necessary.
4. To undertake training in identified areas including moving & handling and safeguarding.
5. Encourage and assist pupils in eating, providing guidance on the proper use of cutlery.
6. 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.
7. In the event of a pupil becoming ill, distressed, or experiencing an accident, ensure the child and area are clean and safe and using suitable equipment as directed, completing recording processes, and obtain qualified first aid assistance as appropriate.
8. To assist with the clearance of spillages and wipe down, as necessary.
9. Devise and initiate constructive play opportunities for children, as required.
10. Assist pupils with dressing for outside play activities.
11. Report to the Designated Safeguarding Lead any safeguarding concerns and make a written report as required.
12. Report to the Class Team any child whose diet may give cause for concern.
13. Ensure that children remain within a safe environment in the building and on the playground, and that health and safety policies and arrangements are adhered to.
14. Ensure suitable behaviour standards are adhered to, in line with school policy and procedures.
15. Report to the Class Team any inappropriate pupil behaviour/incidents during the lunchtime break.
16. To converse and provide instruction and guidance to children in accurate spoken English.
17. To establish good relationships with children acting as a role model and being aware of and responding appropriately to individual need.
18. To encourage children to be as independent a possible.
19. To encourage children to interact with others and engage in activities in the playground or classroom.
20. To take responsibility for promoting and safeguarding the welfare of children in school.
21. To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

**Dimensions:**

**Supervisory Responsibility:** The job may involve the demonstration of duties to support and train new employees or trainees

**Resource Responsibility:** Limited responsibility for the use of school equipment

**Physical Effort:** Some degree of physical effort required at frequent intervals, including standing, walking, lifting and carrying

**Working Environment:** Regularly required to work outdoors and can be exposed to disagreeable, unpleasant environments

**Key Requirements:** Basic literacy and numeracy skills

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| **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** | **HOW IDENTIFIED** |
| |  |  | | --- | --- | | **SKILLS**  Basic numeracy/literacy skills  Ability to communicate effectively  Ability to converse at ease with staff and children and provide advice in accurate spoken English  Willingness to undertake training relevant to the post |  | | |  | | --- | | Experience of working with/supervising children | | |  | | --- | | Application form/selection process/interview    Competency in answering interview questions in English  Application form/selection process/interview | |
| **EXPERIENCE**  Experience working with children  of relevant age | Experience supporting children with additional needs  Experience of delivering personal care | Application form/selection process  Application form/selection process |
| **PERSONAL QUALITIES**  Resilience  Excellent punctuality and attendance  Understanding of a professional role and confidentiality  Ability to use own initiative |  | Application form/selection process/interview |
| |  | | --- | | **QUALIFICATIONS/TRAINING**  Qualification at Level 1 or above in English  Ability to follow instructions and guidance  Ability to build trusting relationships with children | | |  | | --- | | Qualification at Level 2 or above in English  Current First Aid qualification |     Understanding of early play skills | |  | | --- | | Application form/qualification certificates  Application form/qualification certificates |   Application form/selection process/interview |
| |  | | --- | | **KNOWLEDGE/UNDERSTANDING**  Ability to relate well to children and adults  An awareness of the need for confidentiality | | |  | | --- | | Experience of working in a school environment    An awareness of safety factors in a school environment  An understanding of constructive play opportunities | | |  | | --- | | Application form/selection process/interview |   Application form/Interview  Application form/Interview |
| |  | | --- | | **LEADERSHIP**  Work well as part of a team | |  | |  | | --- | | Application form/selection process/interview | |