



The Orchards School
Irlam Road, Flixton
Manchester M41 6NA
T 0161 748 0670

admin@theorchards.trafford.sch.uk
www.theorchards.trafford.sch.uk
Acting Head of School: Helen O'Brien
Executive Principal: Simon Beswick

POSITION:	Midday Assistant
REPORTS TO:	Class Teacher
GRADE:	Band 2 (SCP 11-15 pa pro rata)

Key Role/Functions

To work under the guidance of teaching/senior staff and within a system of supervision, to assisting in the domestic care and general welfare of pupils in respect of meal times, using specialist equipment where necessary.

Specific Duties and Responsibilities

- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
- Report incidents in line with school policy.
- Assist in the supervision of other activities during the midday break, including setting out and storing equipment
- Encourage pupils to select and eat healthy balanced meals
- Clean up spillages of food or liquid during meal service
- Wipe down tables and clean dining areas between meals
- Undertake similar work at other times, such as before and after school.
- To give non-discriminatory care and support that values the diverse and unique qualities of each pupil seeing the whole person and not merely their care needs.
- To follow the instructions of the care and support plans of each individual pupil.
- To rigorously following school procedures in relation to changing and hygiene.
- To safely use specialist equipment, chairs and hoists in accordance with the general training/guidelines provided and in line with individual care plans.

- To ensure that the maintenance of pupil dignity is paramount at all times.
- To build positive relationships with pupils, staff and other professionals within school.
- To report any changes or causes for concern to your line manager immediately and be clear about when to seek help and advice in order to keep pupils safe and promote their well being.
- To be responsible for the care and cleanliness of specialist class equipment.
- To take part and attend meetings and training as required. This will potentially be sometimes outside of your normal working hours.
- To be responsible for the completion of and the keeping up to date with CPD.
- To complete any additional duties commensurate with the level of the post which may be required from time to time as reasonably directed by the Head of School.



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POST TITLE: Midday Assistant SCP's 11-15 within band 2 pro rata		
PERSON SPECIFICATION		
MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT	
Qualifications and Experience		
Excellent numeracy and literacy skills.	E	A/C
Experience of working in a school environment.	E	A/C
Experience of working with children with range of SEND, particularly communication and interaction/cognition and learning	E	A/I
Training in relevant care strategies.	D	A/I
Relevant first aid training or willingness to carry out training	D	A/I
Skills		
Ability to provide effective care and supervision to children.	E	A/I
Ability to work independently and as part of a team.	E	A/I
Ability to work with sensitivity and optimism in the creation of a happy, challenging and effective school environment.	E	A/I
Demonstrate good communication skills, both written and spoken, with adults and children.	E	A/I
Ability to establish effective working relationships with a wide range of people.	E	A/I
Ability to contribute to a range of pastoral activities.	E	A/I
Ability to observe, monitor and provide constructive feedback on pupils' progress.	E	A/I
Ability to build and maintain effective relationships with pupils, treating them equitably, with respect and consideration.	E	A/I

Ability to take responsibility, with minimum supervision, for delivering support to children with complex needs.	E	A/I
Demonstrate ICT skills appropriate to the role	D	A/C/I
Knowledge		
Understand issues faced by looked-after children and those with Social Services involvement.	D	A
Understand the need for confidentiality.	E	A/I
Understanding of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection.	D	A/I
Understanding of the different ways in which children learn and relevant behaviour management strategies.	D	A/I
Personal Characteristics		
Works enthusiastically but remains calm under pressure.	E	A/I
Maintains professionalism and confidentiality at all times.	E	A/I
Demonstrates initiative and ability to organise own workload.	E	A/I
Ability to adapt to a variety of situations.	E	A/I
Other		
Flexible approach to working hours with the willingness to work occasional evenings to support school events.	E	A
Willingness to undertake training, identify own training needs and show a commitment to further professional development.	E	A

E = Essential D = Desirable
A = Application I = Interview C = Certificate

The Orchards School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any offer of employment will be subjected to receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service.