

JOB DESCRIPTION

Job Title: Midday Assistant

Grade: Sc1

Range: Pt 2-3

Responsible to: Senior Midday Assistant

Responsible for: Nil staff. Safety of pupils during lunch break

Working Hours – 8.75 a week. 1:00pm until 2:45pm

Purpose of job: Under the direction of the supervisor/head teacher, to effectively supervise students during the lunch period, providing a continuous presence. To ensure the safety, welfare and conduct of pupils in accordance with school policy.

Midday Assistants have a shared role within the school in helping to raise the social achievements of students. They are responsible for ensuring that lunchtimes are an enjoyable and safe experience for all the students, so that they are physically and mentally prepared to learn during the afternoon.

Specific Job Content

The following list of duties and responsibilities should give a detailed flavour of the specific role at Norlington School. However, the successful candidate will need to be adaptable, flexible and proactive and be prepared to respond accordingly to the changing and evolving needs of the school and our pupils and families. The post holder will be expected to carry out all duties in the context of and in compliance with all the school policies and those of the London Borough of Waltham Forest.

Key Duties and Responsibilities

Supervision and control of students in the dining hall:

- 1 To be responsible for supervising a group of students in the dining hall of the school during the lunch period, providing a point of reference to pupils whenever the need arises, responding to issues in a calm and reasoning manner.
- 2 To assist with organising the dining area appropriately. Organising the entrance of students into the dining hall and from the dining hall to playground.
- 3 To direct students to the queue benching, resolving any seating disputes, separating students where necessary. To be alert to and assist as required with any bottlenecks at the serveries or tills.
- 4 To encourage good eating practices, ensuring safety with cutlery and courtesy towards servers and monitors. To encourage students to eat their midday meal and assist with cutting up food, pouring liquids, etc where necessary, paying particular attention to those with special needs or disabilities.
- 5 To be aware of students on special or restricted diets for medical reasons from information provided.
- 6 To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures, cleaning up food spillages. To ensure students tidy/clear up in a satisfactory manner, leaving tables clean and clear for the next occupants.

Supervision and control of students in the playground and around the school premises:

- 1 To direct and supervise students in the playground, discouraging any dangerous activities, ensuring safety and well-being, and providing emotional support where necessary.
- 2 To prevent instances of bullying in the playground, being aware of changes in friendships, encouraging socialising, play etc.
- 3 To ensure that students keep out of areas that are out of bounds during the lunch break and don't leave the school premises without permission/authorisation.
- 4 To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person. To be observant of any loiterers and report to the Senior Mid-day Supervisor or other appropriate staff.

Child Protection

To be aware of responsibilities under child protection legislation and report any concerns to a senior supervisor or the head teacher.

Associated Ancillary Duties/Responsibilities

- 1 To deal appropriately with unacceptable or challenging behaviour under the direction of guidelines in operation at the school. To assist with maintaining discipline and supporting children to resolve conflicts in a positive way. To report serious incidents to the senior midday supervisor/duty teacher/head teacher as appropriate.
- 2 To be aware of cultural differences between students, dealing with any incidents of racism or sexism in accordance with agreed procedures.
- 3 To tend to pupils who are sick or injured in accordance with the school's accident/injuries procedures, administering initial first aid and reporting serious injuries to the named first aider and/or supervisor/head teacher as appropriate. Ensuring accident/injuries are recorded or reports made where required.
- 4 To deal promptly with minor incidents, eg pupils' accidents with toileting and changing clothes. Dealing with any body spillages in accordance with infection control procedures.
- 5 Checking toilet areas regularly for signs of student smoking/vandalism, blockage of toilets/wash basins and to ensure students are not loitering or playing in toilet areas. To report any damage or blockage to premises staff.
- 6 To take part in the school's performance management framework for support staff and participate in training and development activities as required.
- 7 In addition to the specific responsibilities of the post, as a member of the support team, the post holder will be expected to assist with other tasks of a similar nature, appropriate to the grade, as directed by the head teacher.
- 8 The probationary period for this post is 6 months.

Other requirements:

To have an up-to-date Enhanced DBS check.

Disclosure and Barring Service

This post will result in you having unsupervised contact with children as detailed in Protection Freedom Act 2012. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service check. Further information about Disclosure and Barring Service and the Trust approach to recruiting is available at www.eet.org

Midday Supervisor

PERSONAL SPECIFICATION

Post: Midday Supervisor

Point : Scale 1 Point 8-11

Responsible to: Senior Midday Assistant

Responsible for: Nil staff. Safety of pupils at lunch break

Hours worked: 36 hours 5 days a week

Essential/Desirable/Test/ S = short listing criteria

<i>JOB REQUIREMENTS</i>	Essential	Desirable
Qualifications and Experience		
Current First Aid Certificate		✓
Experience of working with children	✓	
Experience of working as part of a team to achieve objectives		✓
Education and Training		
Ability to communicate effectively in English	✓	
Ability to speak a community language other than English		✓
Skills, knowledge and abilities		
Ability to have positive interactions with adults and children of all ages	✓	
Ability to work with children from a wide range of social and cultural backgrounds	✓	
Ability to help children resolve conflicts constructively	✓	
Ability to deal in a calm and confident manner with behavioural issues	✓	
Ability to deal effectively with minor accidents and injuries	✓	
Able to maintain confidentiality at all times about school issues, within school and in the wider community	✓	
Knowledge and understanding of Health & Safety standards within a school setting, particularly security		✓
Other Job Specific Requirements		
A willingness to promote the ethos of the school	✓	
Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.	✓	
<i>Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974.</i>	✓	
Disqualifying Factors		
Indication of sexist, racist, or anti-disability attitudes or any other attitudes in conflict with the Council's Equal Opportunities Policy		
An inability to provide relevant documentation which permits working in the UK eg passport, visa and work permit, birth certificate		

