

# Job Description



Job title	<b>Midday Assistant</b>	Contract	<b>Permanent</b>
Department	<b>Midday</b>	Reports to	<b>Midday Supervisor</b>

## Our mission

We will inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be: to create a passion for lifelong learning; to enable our pupils to become confident, kind and impactful world citizens.

## Your role

The role holder will be part of a team of midday assistants who are responsible for pupil supervision during the midday break. Specific duties are allocated accordingly to the pupil's needs. You will be supervised on a day-to-day basis by classroom teacher.

## Person specification

Ability to organise one's own work, to prioritise tasks and keep to deadlines	Essential
Ability to work independently and support the work of the team	Essential
Ability to be flexible and respond effectively to the 'unexpected'	Essential
Ability to communicate and interact effectively with adults and children and young people	Essential
Ability to apply instructions given by teachers or supervisors	Essential
Ability to maintain confidentiality of pupil information	Essential
Ability to demonstrate respect for pupils and be able to listen to their views	Essential
Willingness to successfully complete the range of training relevant to the job	Essential
Hold First Aid Certificate or be willing to complete the training	Desirable

An understanding of health, safety and security issues in schools.	Desirable
Experience, on a voluntary or paid basis of working with children or young people	Desirable
Previous experience of working in a school, nursery or playgroup (on a paid or voluntary basis)	Desirable
Willingness and motivation to develop own skills.	Desirable

## Accountabilities

Strategy	<ul style="list-style-type: none"> <li>■ Support the ELAT vision, mission and values.</li> <li>■ Contribute to the trust's mission of continuous improvement.</li> <li>■ Contribute to the communications strategy.</li> <li>■ Can clearly describe how Hacton Primary School fits into the ELAT family</li> <li>■ Will make a positive contribution to the health and safety of the school community</li> <li>■ To carry out the work that is consistent with the culture and ethos, equalities and inclusion policies of the school.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>■ To take appropriate action to identify, evaluate and minimise any risks to health, safety and security of the school and pupil.</li> <li>■ To report and be briefed by the Senior Midday Supervisor before each midday break</li> </ul>
Delivery	<ul style="list-style-type: none"> <li>■ The movement of pupils from their classrooms or the playground to the dining hall(s)/eating areas according to the schedules or timetables of the school and their return to the classrooms from the dining hall(s)/eating or the playground on time.</li> <li>■ The maintenance of good order and pupil discipline, which is consistent with the behaviour policy and the culture and ethos of the school. The postholder is expected to intervene where necessary and know when and how to refer relevant matters to more senior school staff.</li> <li>■ Dealing with minor accidents or injuries and administering routine first aid (after training) or referring the pupil to the designated first aider. Referring serious accidents or injuries to senior school staff.</li> <li>■ To report and bring to the attention of the relevant class teacher any serious incidents of pupil misbehaviour: to be aware of particular pupils and pupil relationships and to follow the strategies agreed with the teacher for addressing these pupils needs.</li> </ul>

	<ul style="list-style-type: none"> <li>■ Supervising pupils in the dining hall(s)/eating areas.</li> <li>■ Supervising pupils in areas of the school designated for play (including wet play)</li> <li>■ Monitoring the toilet area, addressing inappropriate behaviour, dealing with immediate issues and reporting to the school keeper or other relevant staff damage or repairs required.</li> <li>■ Carry out routine administration associated with the main duties of the post, for example completing meal registers.</li> </ul>
People Management / Organisational Development	<ul style="list-style-type: none"> <li>■ To fully take part in the trust's performance management system.</li> <li>■ Take part in CPD activities, as necessary.</li> <li>■ To complete school-based inductions and any subsequent training required.</li> </ul>
Information Management and Reporting	<ul style="list-style-type: none"> <li>■ Support the maintenance of health and safety records within the school</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>■ All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>■ Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.</li> </ul>
Good Citizenship	<ul style="list-style-type: none"> <li>■ Hold personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such.</li> </ul>

Key Stakeholders	Pupils, Staff, Academy SLT, Trust SLT, Trust Board, LGC Members, Parents, guardians and members of the interested public, relevant authority bodies.
Trust Values	Passion, Respect, Inclusion, Challenge, Openness