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Strive 4 Academy Trust. Registered in England. Company No: 10863245

Job Description Mid-Day Assistant

Core Purpose:

- To ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and play activities.
- To be responsible for the health, safety, conduct and well-being of all pupils.
- To ensure the smooth running of the meal arrangements by anticipating and dealing with problems and promoting constructive play ideas with pupils.

Mid-day Role:

- Ensure the meal arrangements comply with all school policies and provides a safe environment for pupils including those with special needs.
- Support pupils in meal arrangements.
- Engage in playtime activities with pupils.
- Ensure pupils wash and dry their hands properly.
- Ensure that the children move through the school quietly and behave in an orderly way in the dining hall.
- Ensure the pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal & pour water for the pupils to drink.
- Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils either side of them.
- Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean.
- Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.
- Ensure pupils are dressed appropriately for the weather.
- Make sure that toilets are used sensibly.
- Ensure that pupils are not in the building when they should be outside.
- Encourage good behaviour in the playground (follow the appropriate policy).
- Be aware of any pupils with special needs who may need extra awareness in the playground or in the dining halls.
- During wet lunchtimes: Supervise a class while they play classroom games, draw or finish school work; read a story or play games; ensure equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session.



- To recognise and report on child protection issues according to school policy.
- Communicate any general concerns to the class teacher at the end of the lunchtime.
- Prepare, maintain and use resources required to meet requirements and assist pupils in their use.
- Ensure the pupils are always supervised, arrive punctually to their classroom, and the area is tidied up each day.
- Ensure the playground equipment is used and stored properly.
- Be punctual and reliable.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour.

General:

- Attend and participate in relevant meetings, training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

Mid-day Assistant – Person Specification

Essential		Desirable	
Current DBS Clearance	A	Experience of working in more than one educational setting	A I
Evidence of continuing personal development	A	Additional qualifications relating to working with children	A I



Excellent interpersonal skills	I A	Experience of working in a multicultural community	A I
Ability to work as part of a team	I		
Initiative and flexible	I		
A commitment to high standards with high expectations of and positive attitudes towards children and staff	I		
A high level of confidentiality	I		
A proven record of excellent attendance and punctuality	A I		

Applicants who do not meet ALL requirements in the ‘Essential’ column, need not apply.

A – to be assessed through application

I – to be assessed through interview

