

Job Title	Midday Assistant
Job Type	Permanent
Job Hours	7.5 hours a week
Pay Grade/scale	OUTL1C (2-3)
Location	Newbridge School
Responsible to	Head of School/Deputy Head of School

Job Purpose

Midday Assistants work with other staff within the school to provide support and supervision to pupils during the lunchtime period.

Duties and Responsibilities

- Be positive, friendly and personable.
- Establish constructive, good relationships with pupils and interact with them according to individual needs.
- Assist with feeding programmes, ensuring that food and drink are suitably prepared and administered appropriately i.e. oral feeding or through gastro line.
- Supervision of pupils in dining hall, playground and other areas of the school – helping children where and when appropriate.
- Encourage pupils to eat their meal in a socially acceptable way.
- Where appropriate encourage independence of skills of pupils.
- Promote good behaviour in line with school policy.
- Assist in escorting pupils around the school environment.
- Engage (and initiate if appropriate) in playtime activities with pupils.
- General ancillary duties as required e.g. cleaning spillages.
- Attend to personal needs and implement related personal programmes for pupils ages 2-19 years. This could include toileting and other personal needs assistance, using appropriate handling equipment where required.
- Comply with policies and procedures relating to child protection, health and safety, hygiene and security reporting all concerns to an appropriate person and completed appropriate health and safety forms.

Person Specification/qualities

The successful candidate will:

- Have a friendly and positive attitude;
- Work effectively in a team;
- Be patient;
- Be able to communicate effectively and appropriately with the children in the care based on the students individual needs;
- Be willing to attend any necessary training; and
- Be reliable and trustworthy.

Other Responsibilities

- Promote the vision, and contribute to the overall aims and values of the school and trust and in so doing, support its leadership.
- Be responsible for ensuring that personal and sensitive data processed within the school/trust is treated with confidentiality and kept secure and in line with Data Protection guidance including the new General Data Protection Regulations.
- Be aware of and support difference and ensure equal opportunities for all. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Contribute to the overall ethos/work/aims of the school and trust.
- Establish constructive relationships and communicate with other agencies/professionals.
- Present a professional and friendly disposition and personal image contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- 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.

Other Requirements

- You must have an up-to-date Enhanced DBS Disclosure which the school will apply for, on your behalf, if you are appointed to the role
- The school is committed to Safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment