

Job description

Midday Assistant

It is important to note that this job description is a 'present day' guide to the work you are undertaking. It may be changed from time to time to meet changing circumstances.

Midday Assistants are accountable to the Headteacher

Purpose of Role

Working under the direction of the Headteacher, the Job Holder is responsible for ensuring the safety and supervision of all pupils during the lunchtime period both in school and externally in the school grounds.

Principal Duties

- To supervise pupils through the midday break either in the dinner hall/classrooms or playground.
- To work with individual pupils on feeding programmes set by class staff or other professionals.
- To maintain a hygienic and safe environment for pupils during the dinner hour.
- To supervise pupils in relation to personal care issues or take responsibility for pupils personal care.
- To follow any behaviour strategies in place
- To report to teaching staff on pupils' progress in terms of programmes for developing eating/drinking skills, self help skills and their behaviour in general.
- To supervise pupils in classroom or on the playground.
- Follow emergency procedures in relation to accidents or fire alerts.
- To attend monthly meetings with Headteacher.
- To complete any appropriate training deemed necessary by senior staff.
- To work collaboratively with all staff.
- Any other duties under the direction of the Head Teacher, which are commensurate with the overall grade and responsibility of the post.
- Be aware and to comply with school policies and procedures relating to safeguarding, health safety and security, confidentiality and data protection. Report all concerns to appropriate person.

Signed

Midday Assistant

Signed

Headteacher

FOX WOOD SCHOOL

MIDDAY ASSISTANT PERSON SPECIFICATION

Name:

	Essential	Desirable
1. Qualifications/training <ul style="list-style-type: none"> ▪ Good Basic Education 	✓	
3. Experience <ul style="list-style-type: none"> ▪ Experience In a similar role or working with children 		✓
4. Knowledge, Understanding <ul style="list-style-type: none"> ▪ Some understanding of children with special needs. ▪ A desire to work with children in a calm manner 	✓	✓
5. Skills <ul style="list-style-type: none"> ▪ Willing to undertake training ▪ Good communication skills ▪ Able to accept direction ▪ Calm warm caring approach ▪ Good team worker ▪ Flexible ▪ Adaptable ▪ Approachable ▪ Good sense of humour 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
6. Other Requirements <ul style="list-style-type: none"> ▪ Some understanding of equal opportunities and diversity ▪ To follow the school's Behaviour Policy during the lunchtime period ▪ Good time keeping 	✓ ✓	✓

COMMENTS: