****

**Midday Assistant**

**SCHOOL** Twiss Green Community Primary School

**JOB TITLE** Midday Assistant

**SALARY GRADE** Grade 3 – Point 4-5

Monday – Friday 11.30-1.15pm

Term Time 8.75 hours per week, 38 weeks per year

**RESPONSIBLE TO** Headteacher / School Business Manager

**JOB PURPOSE** Midday Assistants are responsible, under the direction of the Headteacher for helping with the care and supervision of children in the school during the midday period, between morning and afternoon lessons.

**MAIN DUTIES AND RESPONSIBILITIES**

The main role of the Midday Assistant will be to safeguard the well-being of the children on the premises of Twiss Green Community Primary School during the midday period. Midday Assistants will work in the school hall, school or playgrounds; supporting children when eating their lunch, being outside on the playground or within the classroom if wet play. The exact duties will be laid down by the Headteacher in accordance with the specific needs of the school, but these will normally include:

**SCHOOL HALL:**

* Setting up and organising tables in a timely and safe manner in order to be set up for lunchtime.
* Supervising children to and from the hall and during mealtimes.
* Assisting with the control of queues
* Supervision and control of table behaviour, assisting children where necessary
* Supervision of return of dirty dishes
* Supervision of hygiene: including maintaining good levels of hygiene in all areas of work, cleaning up any spillages of food or liquid on tables or floors, cleaning tables in preparation of children eating there
* Clearing the school hall after lunchtime and ensuring all tables and chairs are put away safely and correctly. Ensuring that the floor is clean in the school hall after lunchtime.

**PLAYGROUND AND OTHER AREAS:**

* Supervision of hand washing
* Care and supervision of children in playgrounds and other parts of the school, including toilets
* Group activities e.g. ball games, singing games, skipping etc
* Ensuring that all children are supervised during the midday period and no children are in unattended areas, within school and outside of the school building
* Notifying any First Aiders to any accidents or injuries that may have happened

**SUPPORT FOR THE PUPIL:**

* Establish good working relationships with pupils
* Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
* Promote inclusion and acceptance of all pupils.
* Encourage pupils to interact with others and engage in activities led by other adults and children.
* Encouraging the children to develop their personal and social skills through modelled play and promoting excellent behaviour at all times.

**SUPPORT FOR STAFF:**

* Communicate with other members of staff, including other Midday Assistants, Teaching Assistants, Kitchen Staff, Teachers and Office Staff
* Be responsible for ensuring all pupils return to class in a calm and timely manner, ready for afternoon lessons
* Promote positive values attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.

**SUPPORT FOR THE SCHOOL:**

* Be aware of and comply with school policies and procedures relating to Child Protection, Safeguarding, Health and Safety, Confidentiality, Behaviour and Data Protection. Report all concerns to the appropriate person (as named in the policy concerned).
* Actively promote good positive behaviour management in line with schools managing behaviour policy and procedures.
* Contribute to the overall ethos, work and aims of the school.

Twiss Green Community Primary School is committed to the safeguarding of children and the successful candidate will undergo an enhanced DBS clearance process before employment can commence.

**PERSON SPECIFICATION:**

|  |
| --- |
| **Education and Experience** |
| * Hold an appointed person Certificate in First Aid or willingness to undertake First Aid Training when requested. |
| **Knowledge & Understanding**   * Some knowledge of child development would be advantageous * Health and Safety around children, including being able to identify choking symptoms, recognise spilt food or liquid that could become a slip or trip hazard etc |
| **Skills & Abilities**   * Experience of working with children * Experience of working successfully in a team * Ability to build and maintain effective working relationships with all pupils and colleagues * Ability to promoted a positive ethos and role model positive attributes * Enthusiasm, flexibility and willingness to respond to new challenges * Excellent communication skills * A desire for high expectations and standards for self and others * Good Health and attendance record * Sense of humour and a positive outlook * Willingness to attend training as necessary, including annual safeguarding training * Ensure all appropriate H&S training undertaken is used consistently in daily duties. |