



Heathcote School and Science College - *Encourage, Challenge, Succeed*

JOB DESCRIPTION

Job Title:	Midday Assistant
Responsible to:	Finance Manager
Responsible for:	N/A
Grade/Pay Range	Scale 1c (pt 8 to 10)
Hours:	5 hours per week, term time only

Job Purpose

Under the direction of the supervisor/head teacher, to effectively supervise students during the lunch period, providing a continuous presence. To ensure the safety, welfare and conduct of pupils in accordance with school policy.

Midday Assistants have a shared role within the school in helping to raise the social achievements of students. They are responsible for ensuring that lunchtimes are an enjoyable and safe experience for all the students, so that they are physically and mentally prepared to learn during the afternoon. It is expected that midday assistants rotate duties throughout the academic year.

Key Duties and Responsibilities

Supervision and control of students in the dining hall:

- 1 To be responsible for supervising a group of students in the dining hall of the school during the lunch period, providing a point of reference to pupils whenever the need arises, responding to issues in a calm and reasoning manner.
- 2 To assist with organising the dining area appropriately. Organising the entrance of students into the dining hall and from the dining hall to playground.
- 3 To direct students to the queue, resolving any seating disputes, separating students where necessary. To be alert to and assist as required with any bottlenecks at the serveries or tills.
- 4 To encourage good eating practices, ensuring safety with cutlery and courtesy towards servers and monitors. To encourage students to eat their midday meal and assist with cutting up food, pouring liquids, etc where necessary, paying particular attention to those with special needs or disabilities.
- 5 To be aware of students on special or restricted diets for medical reasons from information provided.

- 6 To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures, cleaning up food spillages. To ensure students tidy/clear up in a satisfactory manner, leaving tables clean and clear for the next occupants.

Supervision and control of students in the playground and around the school premises:

- 1 To direct and supervise students in the playground, discouraging any dangerous activities, ensuring safety and well-being, and providing emotional support where necessary.
- 2 To prevent instances of bullying in the playground, being aware of changes in friendships, encouraging socialising, play etc.
- 3 To ensure that students keep out of areas that are out of bounds during the lunch break and don't leave the school premises without permission/authorisation.
- 4 To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person. To be observant of any loiterers and report to the Senior Mid-day Supervisor or other appropriate staff.

Child Protection

To be aware of responsibilities under child protection legislation and report any concerns to a senior supervisor or the head teacher.

Associated Ancillary Duties/Responsibilities

- 1 To deal appropriately with unacceptable or challenging behaviour under the direction of guidelines in operation at the school. To assist with maintaining discipline and supporting children to resolve conflicts in a positive way. To report serious incidents to the senior midday supervisor/duty teacher/head teacher as appropriate.
- 2 To be aware of cultural differences between students, dealing with any incidents of racism or sexism in accordance with agreed procedures.
- 3 To tend to pupils who are sick or injured in accordance with the school's accident/injuries procedures, administering initial first aid and reporting serious injuries to the named first aider and/or supervisor/head teacher as appropriate. Ensuring accident/injuries are recorded or reports made where required.
- 4 To deal promptly with minor incidents, eg pupils' accidents with toileting and changing clothes. Dealing with any body spillages in accordance with infection control procedures.
- 5 Checking toilet areas regularly for signs of student smoking/vandalism, blockage of toilets/wash basins and to ensure students are not loitering or playing in toilet areas. To report any damage or blockage to premises staff.
- 6 To take part in the school's performance management framework for support staff and participate in training and development activities as required.
- 7 In addition to the specific responsibilities of the post, as a member of the support team, the post holder will be expected to assist with other tasks of a similar nature, appropriate to the grade, as directed by the head teacher.

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.

School Vision and Ethos – Encourage, Challenge, Succeed

For Heathcote School staff in general:

1. To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same
2. To actively support the school's school improvement priorities
3. To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff
4. To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
5. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
6. Checking emails on a daily basis to keep up to date with issues communicated within the school.
7. To provide cover for any member of the administration team in accordance with school priorities
8. To participate in appraisal reviews, in line with school policy.
9. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction and to adhere to a high challenge, low threat philosophy.
10. To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.
11. A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.
12. To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.
13. To adhere to the Whistleblowing Policy

All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.

We show respect by:

Listening to what others have to say

- Thinking about our body language and demeanour
- Praising in public and challenging in private
- Working within an ethos of high challenge and low threat

We show responsibility by:

- Being proactive
- Keeping to deadlines
- Being consistent
- Being on time
- Doing our jobs to the best of our ability
- Offering help and support to others when needed
- Always being ambitious and solution-focused

We show integrity by:

- Owning up to mistakes
- Being open, reflective and honest
- Having a culture of no blame
- Doing the right thing even though it may be difficult
- Treating everyone equally

