



TEACH POOLE – MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Midday Assistant Level 2
School:	TEACH Poole
Salary Grade:	C (Point 3 – 4) + annual honorarium
Responsible to:	Deputy Headteacher
Responsible for:	Supervision of all Midday Staff
Contracted Hours and Working Times:	8.75 hours per week (11.30am to 1.15pm)

Main Job Purpose

- 1) Ensure the safety, general welfare and conduct of pupils during the midday break period.
- 2) Support the Midday Assistants with behaviour management during the lunchtime period. Act as an important link between the team of Midday Assistants and the Deputy Headteacher.

Main Responsibilities and Duties

- 1) Oversee orderly, safe, hygienic and educational arrangements for pupils during the lunch period.
- 2) Organise and control the deployment of Midday Assistants. Report any staff absences to the Deputy Headteacher.
- 3) Ensure that the behaviour of the children is monitored at all times, in conjunction with the school's policy on discipline and behaviour. Refer to the Deputy Headteacher or designated member of staff where necessary.
- 4) Ensure that satisfactory arrangements have been made to cope with any serious incidents that may arise during the lunch break, and report any incidents to the Deputy Headteacher as soon as possible.
- 5) Ensure that lunchtime play and fitness activities are purposeful and positive, that creative play is encouraged, and that play skills and specific games are taught as required.
- 6) Contribute to the supervision of pupils, pupil behaviour induction and training of newly appointed Midday Assistants.

- 7) Support the school's first aid procedures directly or via the actions of lunchtime staff being managed, ensuring any immediate action to attend to sickness or accidents is taken, and carrying out minor first aid - summoning relevant assistance when needed. Ensuring any and every accident/injury is reported to the identified First Aider.
- 8) Be accessible to the children in the area of the school allocated to supervise, circulating throughout that area of the playing areas or classrooms and also taking up viewing positions that allow maximum visibility of the playing areas or classrooms.
- 9) Complete any necessary documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
- 10) Support the school's fire and emergency procedures by being familiar with the instructions for staff and children located in all the teaching areas and taking appropriate action should the need arise.
- 11) Support the school's security procedures by challenging anyone on the premises without a school visitor ID badge and ensuring that the school office or a senior member of staff is informed.
- 12) Support the school's health and safety procedures by informing the school office of any hazardous and potentially hazardous situations observed during the period of duty.
- 13) Ensure that children have been returned to their work area at the end of the lunchtime period.
- 14) Ensure that children do not leave the school without permission (confirmed by the school office).
- 15) Participate in team / whole staff meetings when required and in development opportunities as necessary.
- 16) Retain the confidentiality of all aspects of school life.
- 17) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 18) Comply with all decisions, policies and standing orders of the Trust and the Borough of Poole; comply with any relevant statutory requirements, including Equality legislation, the Health and Safety at Work Act and the Data Protection Act.
- 19) Demonstrate a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.

Supervision and Management of People

- 1) Supervise the Midday Assistant team in respect of effective deployment, assisting them with pupil behaviour as necessary.
- 2) Ensure the supervision of pupils by Midday Assistants is appropriate.
- 3) No responsibility for undertaking appraisals and managing disciplinary matters, though may input into these.

Knowledge and Skills

- 1) Ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and display sensitivity to pupils' personal needs.
- 2) Very good understanding of and an ability to implement the school's behaviour management and other related policy and procedures.

- 3) Effective supervisory skills essential
- 4) Excellent understanding of Child Safeguarding issues.
- 5) Basic First Aid knowledge an advantage.

Creativity and Innovation

- 1) Whilst the post holder will follow school procedures, they may need to find creative ways to deal with routine problems, and are expected to identify and feedback where procedures could be developed or improved.
- 2) The post holder needs to be able to effect behaviour management strategies in order to assist Midday Assistants in dealing with particularly difficult behaviour or to resolve problems.

Contacts and Relationships

- 1) There is a high level of interaction with individuals and groups of pupils. Relationships will be managed within agreed policies and procedures. There is some scope for dealing with issues where the outcome may not be straightforward.
- 2) The post holder will work as a co-operative member of the team of Midday Assistants, liaising as necessary with other supervisory assistants and school staff over general routine issues, reporting on any incidents over the lunch time period to the Deputy Headteacher or designated member of staff.

Decisions

- 1) The post holder will have some limited discretion to make decisions within an agreed framework of established alternatives.
- 2) The post holder will be required to contribute appropriately to the management of the other Midday Assistants.

Resources

- 1) The post has little or no responsibility for physical or financial resources.
- 2) If personal protective clothing is supplied, it must be worn at all times, as provided, and maintained at an appropriate standard.

Work Environment

- 1) The post may require moderate physical effort, as some movement of furniture, food containers or play equipment may be required.
- 2) The post holder may be required to work outside in moderately adverse conditions.
- 3) The post holder will be expected to deal with challenging behaviour from pupils and may be required to attend to pupils with sickness and/or toileting problems.

Prepared by: TEACH Poole
Date: August 2021

PERSON SPECIFICATION

Job Title:	Midday Assistant Level 2
School:	TEACH Poole
Salary Grade:	C (Point 3 – 4)

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> Experience in supervising children in a school environment 	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none"> GCSE level or equivalent qualifications or experience 	Application form Certificates Interview
Aptitudes and Abilities	<ul style="list-style-type: none"> Ability to establish positive expectations of pupils' behaviour and demonstrate a sensitivity to pupils' personal needs Effective supervisory skills Good interpersonal skills Ability to engage children in creative and innovative play Ability to work under own initiative Ability to manage some challenging behaviour from children using effective behaviour management strategies to support self as well as team members in dealing with difficult behaviour and resolving problems Sensitivity plus the ability to handle confidential information with discretion and in line with Data Protection requirements. 	Application form Interview References
Knowledge	<ul style="list-style-type: none"> Knowledge of school's behaviour and management policy and procedures, and of Child Safeguarding procedures Knowledge of school's fire and emergency procedures Knowledge of basic First Aid procedures an advantage 	Application form Interview References
Attitude / Motivation	<ul style="list-style-type: none"> Self motivated Team player Flexible, adaptable approach to achieving job requirements Willingness to attend school-based training 	Application form Interview References
Other Factors	<ul style="list-style-type: none"> Commitment to Equal Opportunities Enhanced DBS check A can-do attitude to overcoming obstacles 	Application form Interview References DBS process

	<ul style="list-style-type: none"> • Preparedness to go above and beyond • Resilience and stamina 	
--	---------------------------------------------------------------------------------------------------------------------------	--