

Chingford Academies Trust

Chingford Foundation School

JOB DESCRIPTION

JOB TITLE:	Midday Assistant
RESPONSIBLE TO:	Midday Supervisor
RESPONSIBLE FOR:	None
GRADE/PAY RANGE:	Scale 1c (spinal points 8 - 11)
HOURS:	6 hours, 40 minutes per week (12.55pm – 2.15pm) x 43.4 weeks per annum (Free lunch will be provided)
KEY CONTACTS:	Pupils/Staff

PURPOSE OF THE JOB

Under the direction of the Senior Midday Supervisor, to effectively supervise students during the lunch period, providing a continuous presence. To ensure the safety, welfare and conduct of students 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.

MAIN DUTIES AND RESPONSIBILITIES

Supervision and control of students in the dining hall:

- 1 To be responsible for supervising students on school premises 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 queue benching (where appropriate), 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 clear the dining hall, playground and corridors of students at the end of lunchtime, encouraging timely arrival at afternoon lessons.
- 3 To prevent instances of bullying in the school buildings and playground, being aware of changes in friendships, encouraging socialising, play etc.
- 4 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.
- 5 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 School office or appropriate staff.

Child Protection

To be aware of responsibilities under child protection legislation and report any concerns to a senior supervisor or Senior Leader.

Associated Ancillary Duties/Responsibilities

- 1 To deal appropriately with unacceptable or challenging behavior 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 write and submit required reports in relation to incidents witnessed and/or dealt with whilst carrying out duties of the post.
- 3 To be aware of cultural differences between students, dealing with any incidents of racism or sexism in accordance with agreed procedures.
- 4 To tend to students 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 school office. Ensuring accident/injuries are recorded or reports made where required.
- 5 To deal promptly with minor incidents, e.g. students' accidents with toileting and changing clothes.
- 6 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.
- 7 To be a qualified First Aider.

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 Senior Midday Supervisor.

General

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
3. To be committed to, and comply with, all school policies.
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
5. To participate in appraisals annually in line with school policy.
6. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.
7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
8. To work effectively and successfully in your team within school.

Other requirements

To have an up-to date Enhanced DBS Disclosure.

Safeguarding

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LWBF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of post holder

Signature Date