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| Job Title: General Assistant | Salary range: Sc1 P1-3 OLW £10,699 - £11,033 | Hours: Monday to Friday 9.15am – 1.45pm Term time only |
| Line managing (direct): NA | Reporting to: TBC | |
| <u>Job Purpose:</u> This post is responsible for: Supporting during break time, lunch time and lesson change overs. Monitoring pupil movements. Supervising pupils around the school premises. | | |

| Specific Responsibilities - to ensure the School becomes high performing across all strands by | |
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| | <ul style="list-style-type: none"> ▪ To assist supervising groups of pupils in the dining area and playground 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. ▪ To assist with organizing the dining area appropriately. Organizing the entrance of pupils into the dining hall and from the dining hall to playground. ▪ To direct pupils to the queue benching, resolving any seating disputes, separating pupils where necessary. To be alert to and assist as required with any bottlenecks at the serveries or tills. ▪ To encourage good eating practices, ensuring safety with cutlery and courtesy towards servers and monitors. To encourage pupils 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. ▪ To be aware of pupils on special or restricted diets for medical reasons from information provided. To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures, cleaning up food spillages. ▪ To ensure pupils tidy/clear up in a satisfactory manner, leaving tables clean and clear for the next occupants. ▪ To direct and supervise pupils in the playground, discouraging any dangerous activities, ensuring safety and well-being, and providing emotional support where necessary. ▪ To prevent instances of bullying in the playground, being aware of changes in friendships, encouraging socialising, play etc. ▪ To ensure that pupils keep out of areas that are out of bounds during the lunch break and don't leave the school premises without permission/authorisation. ▪ 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. |

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| | <ul style="list-style-type: none"> • 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. • To be aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures. • 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. • To deal promptly with minor incidents, eg pupils' accidents with toileting and changing clothes. Dealing with anybody spillages in accordance with infection control procedures. • Checking toilet areas regularly for signs of student smoking/vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas. To report any damage or blockage to premises staff. • Monitoring pupil movement and washing of hands. • To take part in the school's performance management framework for support staff and participate in training and development activities as required. • 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. |
| Other | <ul style="list-style-type: none"> • Supporting with other tasks as required |
| <p><i>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.</i></p> | |

Person Specification

| | Evidence of Quality | Method of Assessment* |
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| Qualifications | | |
| Minimum Grade C/4 at GCSE in Maths and English (or equivalent level 2 qualification). | Desirable | A |
| Relevant qualifications or experience working with young people | Desirable | A |
| Relevant continued professional development. | Desirable | A |
| Experience | | |
| Relevant experience in a school | Desirable | A/I |
| Skills, Knowledge and Understanding | | |
| Ability to use ICT effectively. | Desirable | A/I |
| Understanding of safeguarding and child protection. | Essential | A/I |
| Ability to improve own practice and knowledge through self-evaluation. | Essential | A/I |
| Personal Qualities | | |
| Ability to relate well to children and adults. | Essential | A/I |
| Ability to communicate effectively | Essential | A/I |
| Ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these. | Essential | A/I |
| Resilience. | Essential | A/I |
| Flexibility to respond to the varying demands of the school day and the pupils' needs. | Essential | A/I |
| Other Requirements | | |
| A commitment to ongoing personal development and willingness to undertake appropriate training. | Essential | A/I |
| A desire to develop a career in education. | Desirable | A/I |
| Appointment to the post is subject to a satisfactory enhanced DBS check. This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes. | | |
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* A - Application Form I - Interview T – Test/Presentation