



## **SOUTH GROVE PRIMARY**

### **MIDDAY ASSISTANT JOB DESCRIPTION** **Scale 1 (2-3) 8 Hrs. 20 Minutes**

<b>Job Purpose</b>
In school under the direction of the Headteacher as part of a team involved in the supervision of pupils throughout the lunch period ensuring their safety, welfare and good conduct.
<b>Major Tasks, Duties, Safeguarding and Responsibilities</b>
<ul style="list-style-type: none"><li>• Ensure pupils are enjoying their lunch break.</li><li>• Involve pupils in outside/inside activities.</li><li>• Assist in the dining area and encourage pupils to eat their chosen meal/packed lunch.</li></ul> <p><b>Duties</b></p> <ul style="list-style-type: none"><li>• To understand and comply with the Council's Equal Opportunities Policy.</li><li>• To understand and comply with Health and Safety regulations.</li><li>• To assist in maintaining discipline, deal with minor matters, report serious incidents to Head Teacher.</li><li>• To be responsible for a group of pupils throughout the lunch period.</li><li>• To encourage good eating practices, assist by cutting-up of food for younger age groups.</li><li>• To encourage good play and co-operation in line with the school behaviour policy.</li><li>• To prepare and clear eating areas.</li><li>• To administer simple first aid. Be aware of who the School's First Aid Officer is.</li><li>• To deal with minor accidents eg food spillage on floors and children, also sickness and younger pupils accidents with toileting.</li><li>• To be aware of the school's security arrangements and to approach visitors entering school premises or calling children over to the fence.</li><li>• Any other lunchtime duties, as directed by the Head Teacher</li></ul>

<b>Other requirements:</b>
<ul style="list-style-type: none"><li>• To attend and participate in staff relevant staff meetings</li><li>• To participate in training and performance management as required.</li><li>• To have an up-to-date Enhanced DBS Disclosure</li></ul>
<b>Responsible to :</b>
<ul style="list-style-type: none"><li>• Leadership Team</li><li>• Senior Teaching Assistant (General Welfare Officer)</li></ul>
<b>Equal Opportunity:</b>

- The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies
- All schools in Waltham Forest are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.

*This job description will be reviewed at least annually, as part of the Professional Review cycle. Duties and responsibilities of the post may change over time, as requirements and circumstances change.*

*The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out other duties as may be required by the Head Teacher that are broadly within the grading level of the post.*



## SOUTH GROVE PRIMARY PERSON SPECIFICATION

### MIDDAY ASSISTANT

We are seeking ambitious, outstanding play leader who thrive on a challenge. For this crucial role, we will be looking for the following:

	Essential	Desirable
<b>1. Qualifications</b>		
Good Literacy skills	E	
Child Protection Training (or willingness to undertake)		D
Additional child or young person related training courses i.e. First Aid for people working with young children, managing older children's behaviour, diversity in a play setting or sport coaching		D
Holding or be studying for a child related qualification e.g. in Early Years and Education or Youth work		D
<b>2. Experience (including voluntary/unpaid work)</b>		
Working with or caring for children of relevant age	E	
<b>3. Knowledge, Skills and Abilities</b>		
Empathy with Primary age children	E	
Work unsupervised	E	
Work in unison with fellow colleagues	E	
Communicate effectively with children, young people and adults	E	
Deal tactfully with the public	E	
Follow policies and procedures	E	
Ability to relate well to children and adults	E	
Be responsible for the safety and well-being of children	E	
Ability to work as a member of a team	E	
Child development through play	E	
Ability to encourage pupils to eat and enjoy their meal	E	
Awareness of the need to take responsibility during the lunch period for designated area/group of children	E	
Child protection, health and safety issues (or willingness to undertake)		D
Equal opportunities in relation to children's play	E	

<b>Personal Qualities</b>		
Excellent attendance and punctuality	E	
Hard working, flexible and reliable	E	
Willingness to undertake in service training	E	
Positive and optimistic	E	
work in a variety of venues both indoors and outdoors	E	
A commitment to the promotion of equality of opportunity and inclusion in all aspects of school life, practical strategies for achieving this, and an understanding of the implications of this post.	E	