



Job Description Midday Assistant

Employer	Castleman Academy Trust	Grade Spinal Column Point	Grade C SCP 3 - 4
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Key Priorities

- To ensure the safety, general welfare and conduct of pupils during the midday break period
- Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas

Key Responsibilities

- To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures
- To establish safe and appropriate behaviour by effective intervention or referral to senior staff
- To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements
- To maintain good order in dining areas
- To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate
- To assist in the setting up and removal of furniture where necessary
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance
- To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy
- To listen to pupils and respond to their needs in accordance with school policy and procedures
- To attend to the health, welfare and safety of pupils during lunchtime adhering to the school Health and Safety policy and procedures at all times
- To participate in an annual Performance Management review
- To ensure own continuing professional development by attending training and development opportunities when the need is identified
- To attend meetings for Midday Supervisors and training days as appropriate
- To hold a current First Aid certificate or a willingness to attend First Aid training
- To maintain confidentiality at all times including implementing data protection policies
- To contribute positively to and support the overall aims and values of the school
- To fully support the life and work of the school
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children located in all teaching areas and taking appropriate action should the need arise
- To develop and maintain positive, constructive and effective professional relations with all staff, parents, advisors and support professionals, the local community and Governors

Supervision and Management of People

- Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Knowledge and Skills

- No formal qualifications or previous experience required, but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and a sensitivity to pupils' personal needs is important.
- Understanding and an ability to implement the school's behaviour management policy and procedures.
- Good understanding of Child Safeguarding issues.

Creativity and Innovation

- The post does not require creativity or innovatory thinking.
- The post holder will follow school procedures.

Contacts and Relationships

- 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.
- Contacts with other supervisory assistants and other school staff over general routine issues and reporting on any incidents over the lunch time period to the line manager.

Decisions

- The post holder will be supervising the movement and conduct of pupils and will be expected to intervene as appropriate to establish safe and proper behaviour.
- The post holder will need to exercise discretion in referring problems to a senior member of staff.

Resources

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

Work Environment

- The post may require moderate physical effort, as some movement of furniture may be required.
- The post holder may be required to work outside in moderately adverse conditions.
- 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.

Any other duties commensurate with the role of Midday Assistant that may be required from time to time. Midday Assistants are accountable to the Headteacher for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the Trust shall make. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

The Castleman Academy Trust reserves the right to deploy staff to support the needs of our pupils throughout any of our Trust schools, as and when required.



Person Specification Midday Assistant

Education/Qualifications	Desirable	Essential
5 GCSE's with a minimum of grade C or above in Maths and English (or equivalent qualifications) and a good standard of general education		X
First Aid Qualification or a willingness to undertake training		X

Experience and Knowledge	Desirable	Essential
Knowledge of school's behaviour and management policy and procedures	Training provided in school	
Knowledge of school's fire and emergency procedures		
Knowledge of Child Safeguarding procedures		
Experience of working with children		X

Skills	Desirable	Essential
Ability to establish positive expectations of children's behaviour and demonstrate a sensitivity to children's personal needs		X
Good interpersonal skills		X
Ability to engage children in creative and innovative play		X
Ability to work under own initiative		X
Ability to manage some challenging behaviour from children		X
Sensitivity plus the ability to handle confidential information with discretion and in line with Data Protection requirements		X
Self-motivated		X
Team player		X
Flexible, adaptable approach to achieving job requirements		X
Willingness to attend school-based training		X

Safeguarding and Special Requirements	Desirable	Essential
The Castleman Academy Trust is committed to safeguarding and promoting the welfare of children and you people and requires all staff and volunteers to share and demonstrate this commitment.		X
The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical question and satisfactory references.		X
It is a prerequisite that you familiarise yourself with the safeguarding policy and safer working practices policy and procedures of the school and follow them.		X
The Castleman Academy Trust expects all employees and volunteers to be committed to the Trust's Policies and ethos		X