Victorious Academies Trust
success in education

Job Description

JOB PROFILE NAME:	**Midday Assistant**
LINE MANAGED BY:	**Senior Midday Assistant or Headteacher / Principal**
PROFESSIONALLY REPORTS TO:	**Headteacher / Principal**

Key Objectives of the Job

Primary Purpose: To ensure the safety and general welfare and proper conduct of the pupils during the midday period.

Job Level Overview

The Job Holder will be subject to close supervision and will work within clearly established work routines/instructions. He/She will be competent in the application of standardised work routines and/or the use of non-specialist machinery & equipment. The Job Holder's direct impact on business performance will be at a local level.

Victorious Academies Trust has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post involves working with children and/or young people and applicants will be subject to Victorious Academies Trust's safer recruitment process.

Operational Accountabilities

- Supervise pupils immediately before, during and after the midday break in all required areas. This includes pupils who have a school meal as well as pupils who bring their own food.
- Assist pupils as required with personal hygiene when appropriate.
- Assist with the lifting and handling of identified pupils in conjunction with other staff members, making use of mobility aids as necessary.
- Encourage and assist pupils in eating, providing guidance on the proper use of cutlery.
- Assist pupils in carrying/transporting trays to the tables and returning crockery and used trays to the food counter. Ensure the dining hall is left in a tidy condition.
- In the event of a pupil becoming ill, distressed, or experiencing an accident, provide initial aid and summon qualified assistance. Completion of relevant reports.
- To assist with the clearance of spillages and wipe down, as necessary.
- Devise and initiate constructive play opportunities for children, as required.
- Assist pupils with dressing for outside play activities.
- Report to the Senior Midday Supervisor any child whose diet may give cause for concern.
- Ensure that children remain within a safe environment, and that they play safely.
- Ensure suitable behaviour standards are adhered to, in line with school policy and procedures.
- Report to Senior Midday Supervisor/Class Teacher/Headteacher any inappropriate pupil behaviour/incidents during the lunchtime break, following the school's reporting process.
- To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.
-

Financial Accountabilities

None

People Accountabilities

The Mid-day assistant is:

- not typically responsible for supervising others- if they do, spends more than 80% of time as a team member rather than supervisor.
- not responsible for the development of others.
- responsible for ensuring pupil safety, behaviour and creating a sound environment for learning.

Knowledge and Applied Skills

- Good communication skills.
- Organised.
- The ability to remain calm and patient.
- Enjoy working in an education environment (previous work or voluntary experience required).

Behavioural Competencies

People Success Factors:

- Delivery through people
- Customer focus
- Contributing to continuous improvement
- Dealing with change

Additional Role Information

- Experience of working in an education establishment.

The post you are applying for involves working with children and/or young people and you will be subject to the Trust's safer recruitment process.

Victorious Academies Trust
success in education

Person Specification

Attributes	Essential	Desirable	Method of Assessment
Educational Attainment	•	• Evidence of further training / Development • First Aid qualification	• Application form • Certificates • Interview
Work Experience	• Experience of working with school pupils •	• Experience of working with KS1 and KS2 pupils	• Application form • Interview • References
Knowledge/ Skills/ Aptitudes	• Understanding of child development and learning	• Understanding of relevant polices / codes of practice and awareness of relevant legislation	• Interview • References
Disposition	• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these • Ability to relate well to children and adults • Committed to the principles of equality and diversity • Flexible approach to work		• Interview • References
Circumstances	• Enhanced clearance from the Disclosure and Barring Service.		• DBS check • Application form

AF = Application Form
I = Interview and other activities