

## JOB DESCRIPTION

<b>Job Title</b>
Midday Assistant
<b>Salary Range</b>
2-2 (Grade B)
<b>Line Management Responsibilities</b>
None
<b>Line Manager</b>
Midday Supervisor/Headteacher
<b>Base Location</b>
School
<b>Purpose of Role</b>
To work as part of a team, monitoring pupils' behaviour during the midday break.
<b>Key Accountabilities</b>
<ul style="list-style-type: none"> <li>• Organise supervision of pupils during the midday break</li> <li>• Oversee the supervision of activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break</li> <li>• Report incidents in line with school policy</li> <li>• Liaise with colleagues on how to meet any individual pupil needs (e.g. SEN).</li> <li>• Set up and clear away playground activities, ensuring equipment is safe</li> <li>• Operate tills and take money / vouchers as meal payment when applicable</li> <li>• Undertake playground supervision</li> <li>• Act in accordance with the school's first aid policy</li> <li>• Encourage pupils to select and eat healthy balanced meals</li> <li>• Oversee and participate in dining arrangements this includes the cleaning up of spillages of food or liquid during meal service and wiping down of tables and clean dining areas between meals</li> <li>• Set up and run activities for pupils in playground areas</li> <li>• Supervision of pupils in classrooms or other indoor areas during periods of bad weather</li> </ul>

**Knowledge and Experience**

- Requires knowledge of school procedures for assisting midday meal service, and playground activities.
- May require skills for using till, assembling activity equipment.

**Personal Qualities**

- Is able to supervise pupils during the midday break
- Can effectively communicate with pupils during midday meal service and midday break to ensure safety, welfare and good conduct.
- Can effectively liaise with other staff to meet individual pupil needs and ensure adequate supervision and exchange information about incidents and pupil behavior
- Will have the ability to carry equipment and clean meal time areas.
- Has the ability to switch between tasks where work is regularly interrupted.
- Is able to work outside in most weather conditions
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church.

**Expected Outcomes**

- Will assist with midday break and playground activities, promoting and developing play.
- Responds to incidents as and when they arise
- Refer complex problems in line with the School Policy.
- Effectively manage distressed pupils during the midday break, acting in accordance with the Schools Policy.
- Will oversee pupils dining and play activities during the midday break, ensuring pupil safety.
- Safely set up and clear away playgroup equipment
- Demonstrate own duties to new or less experienced staff.
- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.

- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

#### **Data Protection**

All employees handling personal data must do so responsibly, securely and in line with the Trust's policies, guidance and training.