

<b>Job Title:</b>	<b>Midday Assistant</b>
<b>Reports to:</b>	<b>Catering Manager</b>
<b>Line Management of:</b>	<b>None</b>
<b>Salary Grade:</b>	<b>LW17</b>
<b>Hours:</b>	<b>11.25 Hours per week, 11.45am – 2pm Monday to Friday</b> <b>44 weeks per annum (term time only)</b>

### **Key Responsibilities**

- To supervise pupils during the lunch-time period in the Lunch Hall and/or Academy open play spaces
- To help pupils during their lunch period enabling them to eat their lunch in the time allowed
- To challenge inappropriate pupil behaviour in line with the Academy behaviour management policy
- To deal with any incidents that take place during the lunchtime period, referring on to specialist staff as appropriate (e.g. first aider)
- To report any incidents to class Teachers / Junior College Leader, as appropriate
- To facilitate the smooth running of the Refectory, including supervising pupil behaviour and encouraging pupils to move on when finished
- To set up and put away the lunch time tables and any associated equipment ensuring that the refectory is ready for its next use
- Promote and safeguard the welfare of all children and young people with whom contact is made in a professional context (within or outside of the Academy)

### **Academy Responsibilities**

In addition to the specific responsibilities of this post, every member of staff at the Academy will commit to:

- Providing a courteous and efficient service to students at all times
- Using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- Working to maintain the Academy at the forefront of educational practice
- Fostering and sustaining a culture of leadership and creativity within all aspects of the Academy's operation
- Promote the safeguarding of all students

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

## Person Specification

### Midday Assistant

<b>ATTRIBUTES</b>	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Managing the behaviour of groups of children.</li> </ul>	<ul style="list-style-type: none"> <li>Child development and social interaction.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Work as part of a group and individually.</li> <li>Inspire trust and confidence in children.</li> <li>Encourage high standards of pupil behaviour at all times.</li> <li>Remain calm under pressure or in difficult situations.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Supervising children (i.e as a parent or carer).</li> </ul>	<ul style="list-style-type: none"> <li>Working with groups of children on a voluntary or paid basis.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>None required.</li> </ul>	
<b>Personal Commitment</b>	<ul style="list-style-type: none"> <li>Safeguarding and promoting the welfare and rights of young people.</li> <li>An acceptance of the principles underlying equal opportunities and diversity.</li> <li>Effective team work.</li> </ul>	