



Job Description

POST: Mid-day Assistant

RESPONSIBLE TO: Mid-day Supervisor

SALARY: Scale 2 2-4

LOCATION: Oasis Academy Pinewood

WORKING PATTERN: 1 hour and 15 minutes per day to cover lunch time period.

DISCLOSURE LEVEL: Full DBS

JOB PURPOSE:

A Midday Assistant is one of a team of school staff who are responsible for pupil supervision during the midday break. The postholder will be supervised on a day-to-day basis by a Midday Supervisor and be managed by the headteacher.

During the midday break the Midday Assistant will be responsible for:

- The transition of pupils from class to the dining hall and/or the school playground (or other designated areas during wet play) and back to class at the end of lunchtime
- Supervising and supporting pupils whilst they eat
- Promoting and supervising positive and active play and pupil relationships
- Health, safety, security and basic first aid (after relevant training)
- Pupil discipline and behaviour management.

SPECIFIC RESPONSIBILITIES:

- A. The movement of pupils from their classrooms or the playground to the dining hall(s)/eating areas according to the schedules or timetables of the school and their return to the classrooms from the dining hall(s)/eating areas or the playground on time
- B. The maintenance of good order and pupil discipline, which is consistent with the behaviour policy and the culture and ethos of the school. The postholder is expected to intervene where necessary and know when and how to refer relevant discipline and behaviour matters to more senior school staff.
- C. Dealing with minor accidents or injuries and administering routine first aid (after training) or referring the pupil to the designated first aider. Referring serious accidents or injuries to a senior member of staff.
- D. To report and bring to the attention of the relevant class teacher any serious incidents of pupil misbehaviour: to be aware of particular pupils and pupil relationships and to follow the strategies agreed with the teacher for addressing these pupils needs
- E. Supervising pupils in the dining hall(s)/eating areas which may include:
 - Organising the eating space and making sure the space is hygienic, clean and tidy before and after eating
 - Organising the pupils before, during and after their meal
 - Supporting pupils with particular needs
 - Supporting the food selection and nutrition policy of the school
 - Dealing with spillages including body fluids (in accordance with the

- procedures of the school)
- Supporting pupil hygiene and social skills
- F.** Supervising pupils in areas of the school designated for play (including for wet play), which will include:
- Monitoring safe activity, intervening as necessary
 - Monitoring security – monitoring entry and exit from the school premises and challenging and reporting strangers where relevant
 - Actively promoting and instigating positive play and games, joining in with pupils where relevant
 - Being aware of and supporting the needs of particular children – encouraging socialisation and preventing bullying
- G.** Monitoring the toilet areas, addressing inappropriate behaviour, dealing with immediate issues and reporting to the schoolkeeper or other relevant person any damage or repairs required
- H.** Dealing with complaints, enquiries and requests for information (that are within the remit of the postholder), and referring matters that cannot be resolved to the relevant person
- I.** To carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school
- J.** To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment
- K.** To complete school based induction and any subsequent training required to improve performance and take part in the school performance management system (where relevant).

Notes

The school expects all staff to be flexible and be expected to carry out duties that are not specified in this job description but that are within the scope of the responsibilities of the post.

This job description will be reviewed after one year and any review will include discussion with the postholder.



Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced CRB check.

OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	
Version			



Mid-Day Assistant Person Specification

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

Skills and Abilities	Essential	Desirable
	<ul style="list-style-type: none">• Able to organise one's own work, to prioritise tasks and keep to deadlines• Able to work independently and support the work of the team• Able to be flexible and respond effectively to the 'unexpected'• Able to communicate and interact effectively with adults and children and young people• Able to apply instructions given by teachers or supervisors• Able to maintain confidentiality of pupil information• Able to demonstrate respect for pupils and be able to listen to their views	
Knowledge		<ul style="list-style-type: none">• A basic understanding of health, safety and security issues in schools

Qualifications and Experience	<ul style="list-style-type: none"> • Willingness and motivation to participate in any training or development required to improve skills/performance • Willingness and motivation to achieve Level 2 certification in literacy and numeracy 	<ul style="list-style-type: none"> • First Aid certificate (or willingness to complete the training) • Experience, on a voluntary or paid basis, of working with children or young people • Previous experience of working in a school, nursery or playgroup (on a paid or voluntary basis)
Personal Qualities	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced CRB checks • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. 	