

# Job Description

**POST:**  
**Midday Assistant**

**ACCOUNTABLE TO:**  
**Midday Supervisor & Principal**

**GRADE:**  
**Scale 2 (3-5) (Outer London)**  
**£26,236 - £27,030 FTE**

**KEY RELATIONSHIPS:**  
Academy Leadership Team;  
relevant teaching and support  
staff; Oasis Community  
Learning; LA representatives;  
partner professionals; parents;  
local community; other Oasis  
Academies.

**LOCATION:**  
Oasis Academy Pinewood  
Thistledene Avenue  
RM5 2TX

## **JOB PURPOSE:**

A Midday Assistant is (usually) 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 site manager 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. This means that a Midday Assistant can 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 DBS 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.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

All staff take an active role in the Academy's care and guidance of students.

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

# Person Specification

	Essential	Desirable
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"><li>• Willingness and motivation to participate in any training or development required to improve skills/performance</li><li>• Willingness and motivation to achieve Level 2 certification in literacy and numeracy</li></ul>	<ul style="list-style-type: none"><li>• First Aid certificate (or willingness to complete the training)</li><li>• Experience, on a voluntary or paid basis, of working with children or young people</li><li>• Previous experience of working in a school, nursery or playgroup (on a paid or voluntary basis)</li></ul>
<b>Skills and Ability</b>	<ul style="list-style-type: none"><li>• Able to organise one's own work, to prioritise tasks and keep to deadlines</li><li>• Able to work independently and support the work of the team</li><li>• Able to be flexible and respond effectively to the 'unexpected'</li><li>• Able to communicate and interact effectively with adults and children and young people</li><li>• Able to apply instructions given by teachers or supervisors</li><li>• Able to maintain confidentiality of pupil information</li><li>• Able to demonstrate respect for pupils and be able to listen to their views</li></ul>	

	Essential	Desirable
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>• A basic understanding of health, safety and security issues in schools</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li> </ul>	