

Job Description

Role:	Midday Assistant
Location:	Oasis Academy Pinewood, Thistledene Avenue, Collier Row, RM5 2TX
Salary:	Scale 2 (3-5) Outer London
Accountable to:	Midday Supervisor and Deputy Principal (SENCO)
Key Relationships:	Academy leaders, teaching and support staff, Oasis Community Learning, local authority representatives, partner professionals, parents, the local community and other Oasis academies

About the role

We are looking for a caring, enthusiastic and reliable Midday Assistant to join our team at Oasis Academy Pinewood.

Our Midday Assistants play an important role in ensuring that lunchtime is a safe, enjoyable and positive experience for every child. Working as part of a wider team, you will supervise and support pupils during lunch and playtimes, promoting positive behaviour, encouraging social interaction and helping children to feel happy, safe and included.

The role involves supervising children in the dining hall, playground and other designated areas, supporting their wellbeing and safety, and contributing to the positive culture and ethos of the academy.

What you'll do

Supporting our children

- Build positive, respectful relationships with individual children and groups.
- Help children feel safe, included and supported during lunch and playtimes.
- Encourage positive behaviour through praise, encouragement and consistent application of the school's behaviour expectations.
- Promote positive friendships, cooperation and social development.
- Support children with additional needs, ensuring they can fully participate in lunchtime activities.
- Recognise and respond appropriately to safeguarding, wellbeing or behavioural concerns, following school procedures.
- Support pupils' independence, confidence and personal responsibility.
- Value children's different backgrounds, languages and cultures and help every child feel included.

Supervising lunchtime and playtime

- Supervise pupils moving safely between classrooms, playgrounds and dining areas.
- Support children while they eat, promoting good manners, hygiene and healthy choices.
- Prepare and maintain a safe, clean and welcoming dining environment.
- Assist children who need help with eating, organisation or social interaction during lunch.
- Monitor play activities, encouraging positive and active play.

- Organise and join in games and activities where appropriate.
- Support children in resolving minor disagreements and seek support from senior staff when needed.
- Help prevent bullying and encourage positive relationships between pupils.
- Monitor designated indoor areas during wet play and support positive engagement.
- Oversee the safe use of school facilities and equipment.

Keeping children safe

- Maintain a safe and secure environment throughout the lunchtime period.
- Monitor entry and exit points and report any concerns to appropriate staff.
- Provide basic first aid following training and report accidents in line with school procedures.
- Respond appropriately to incidents, accidents and emergencies.
- Report significant behaviour, safeguarding or welfare concerns to the relevant member of staff.
- Identify and report health and safety risks or hazards.
- Supervise toilet areas appropriately and report any concerns, damage or maintenance issues.

Being part of our school community

- Work positively as part of the wider school team.
- Build positive relationships with staff, parents and carers while maintaining professional boundaries.
- Attend relevant meetings and training as required.
- Maintain confidentiality at all times.
- Take an active role in the care, guidance and safeguarding of pupils.
- Work within the policies, values and ethos of Oasis Academy Pinewood and Oasis Community Learning.
- Undertake other reasonable duties within the scope and level of the role.

Professional Development

You will take part in the school's induction programme and any training required to support the role, including safeguarding, behaviour management, first aid and health and safety training. You will be encouraged to continue developing your skills and knowledge through appropriate professional development opportunities.

Person Specification

Essential

Qualifications and experience

- A willingness to undertake training and continue developing professionally.
- A willingness to work towards relevant qualifications where required.
- Experience of working effectively with children or young people, either in a paid or voluntary capacity.

Skills and knowledge

- A warm, positive and approachable manner with children and adults.
- The ability to communicate effectively with children, colleagues and parents.
- The ability to maintain positive behaviour and support children respectfully.
- The ability to work independently and as part of a team.
- The ability to remain calm and respond appropriately to unexpected situations.
- An understanding of safeguarding, confidentiality, health and safety and equality.
- The ability to follow instructions and school procedures consistently.
- The ability to listen to children and treat their views with respect.
- An understanding of the importance of being a positive role model.
- Basic literacy and numeracy skills.

Personal qualities

We are looking for someone who:

- Is passionate about supporting children's wellbeing and happiness.
- Is caring, patient, inclusive and respectful.
- Is committed to safeguarding and promoting children's welfare.
- Can build positive relationships while maintaining appropriate professional boundaries.
- Is resilient and confident when supporting and supervising groups of children.
- Enjoys being part of a team.
- Demonstrates initiative and a positive attitude.
- Shares and demonstrates the values and behaviours of Oasis Academy Pinewood and Oasis.

Desirable

- First Aid qualification, or willingness to undertake training.
- Previous experience working in a school, nursery, childcare or play setting.
- Experience supporting children with SEND.
- An understanding of positive play, child development and behaviour management.
- Knowledge of health and safety procedures in a school environment.

Flexibility

As with all roles in our school, some flexibility is important. The postholder may occasionally be asked to undertake other reasonable duties that sit within the scope and level of the role. The job description will be reviewed after one year, with any review discussed with the postholder.