Job description

Frances Bardsley Academy for Girls and The Bridge are part of the LIFE Education Trust, a family of schools who work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people to join the LIFE family who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Midday Assistant, Frances Bardsley Academy for Girls
Grade	Scale 2, point 3-4
Contract	Permanent
Hours	Part Time, 6 hours per week, 38 weeks
Reports to	Midday Supervisor / Senior Leadership Team
Job Purpose	
	• Acting as part of a team, to take care and control of all the children on the school premises during the lunch break between the morning and afternoon teaching sessions
Duties & Responsibilities	
	• To maintain the safety, welfare and good conduct of the students during the lunch break • To assist children in selecting their meal and sitting in an appropriate place in the dining hall. • To enforce the necessary sanctions for maintaining good order. • To provide pastoral care, guidance and routine advice to students as appropriate. • To alert Senior Midday Assistant and/or the Assistant Headteacher of any concerns regarding an individual child or group of children.
General	
	• To attend relevant training and meetings as required. • To respect confidentiality at all times. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To understand and apply school policies in relation to health, safety, welfare and behaviour of students. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed: _____ (Midday Assistant) Date: __/__/__