



## Job Description

<b>Job Title:</b>	1:1 Midday Assistant
<b>Grade:</b>	Grade 3, points 3-4
<b>Work Pattern:</b>	11.30am – 12.30pm, 39 weeks per year (including 5 INSET days)
<b>Reports To:</b>	SENDCO

## Main Duties and Responsibilities

A Midday Assistant is one of a team of school staff who are responsible for pupil supervision during the midday break. During this break, the Midday Assistant will be responsible for:

- The transition of the named pupil 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 the named pupil 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.
- Help create an inspirational and purposeful learning environment.
- Maintain pupil and family confidentiality.
- Provide a role model to children through well-mannered and respectful behaviour to others.

## Core Purpose of the role

### The right person:

- Will have experience working with pupils with social communication difficulties and associated difficulties
- Has specialist knowledge of how to support a young person with social communication difficulties.
- Will support the sensory needs of the pupil
- Will be able to challenge the cognition and learning of the pupil
- Will be involved in intimate care and toilet training for the pupil
- Is flexible, pro-active and hands-on

## Responsibilities and Role

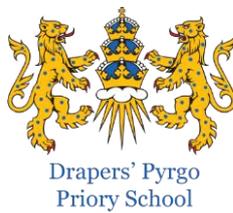
1. The movement of named pupil from their classroom or the playground to the dining hall according to the timetables of the school and their return to the classroom from the dining hall or the playground in good time.
2. The maintenance of good order and pupil discipline, which is consistent with the behaviour policy and the culture and ethos of the school. The post holder is expected to intervene where necessary and know when and how to refer relevant discipline and behaviour matters to a senior member of staff.



3. 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.
4. To report and bring to the attention of the relevant class teacher any serious incidents of pupil misbehavior: to be aware of particular pupils and pupil relationships and to follow the strategies agreed with the teacher for addressing these pupil needs.
5. Supervising named pupil in the dining hall which may include:
  - Organising the eating space and making sure the space is hygienic, clean and tidy before and after eating.
  - Organising the pupil before, during and after their meal
  - Supporting the pupil's particular needs
  - Supporting the food selection and nutrition policy of the school
  - Dealing with spillages including bodily fluids (in accordance with the procedures of the school)
  - Supporting pupil hygiene and social skills
6. Supervising named pupil 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
  - 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. To help with the care and welfare of pupils including toileting and wiping, washing and changing children as required. (adhering to intimate care policy)
7. Carrying out routine administration associated with the main duties of the post, which may include completing CPOMS forms
8. To take appropriate action to identify, evaluate and minimize any risks to health, safety and security in the immediate working environment
9. To complete school based induction and any subsequent training required to improve performance and take part in the school performance management system (where relevant)

### **Other Support**

- To communicate and liaise with staff, students, parents, carers and governors.
- To work as part of a team with the teachers and assistants and the rest of the school staff.
- To comply with the Code of Conduct, and all policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns.
- To cover additional duties for absent colleagues.



- To undertake training and development relevant to the post and in line with the school's priorities.
- To complete a paediatric first aid course and keep up to date.
- To undertake any other professional duties as set down in the School's pay and conditions of service document, and as directed by the Principal.

**Notes:**

- Comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/review arrangements.
- This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.