

## Job description

Ford End is part of the LIFE Education Trust, a family of schools who work together and have the same mission, to build great learning communities that 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
Scale	2.2
Contract Term	Permanent
Hours per week	4.5
Weeks per year	38
Reports to	Head of School & Executive Headteacher
<b>Job Purpose</b>	
	Acting as part of a team, to take care and control of all the pupils on the school premises during the lunch break between the morning and afternoon teaching sessions
<b>Principal Accountabilities</b>	
	<ul style="list-style-type: none"> <li>• To maintain the safety, welfare and good conduct of the pupils during the lunch break</li> </ul>
<b>Duties</b>	
	<ul style="list-style-type: none"> <li>• To assist pupils whilst in the dining hall.</li> <li>• To enforce the behavior procedures for maintaining good order.</li> <li>• To provide pastoral care, guidance and routine advice to pupils as appropriate.</li> <li>• To alert class teacher or Head of School of any concerns regarding an individual pupil or group of pupils</li> <li>• To collect/drop the hot lunches from the supplier</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting any concerns to an appropriate person.</li> <li>• Be aware of and support difference and ensure all students have access to opportunities to learn and develop</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• To understand and apply school policies in relation to health, safety and welfare.</li> <li>• To be conscience of the confidentiality of work undertaken</li> <li>• To comply with individual, responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of student and young people and expects all staff and volunteers to share this commitment</li> <li>• To support the ethos of the school</li> </ul>
	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.
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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: \_\_\_ / \_\_\_ / \_\_\_

# Person Specification

## Knowledge, skill and experience requirements

### MIDDAY ASSISTANT

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Working with or caring for children Completion of DCSF Induction programme
	Knowledge of relevant policies and procedures	Knowledge of First Aid
	Literacy	Basic reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
<b>Communication</b>	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with children and other adults
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Child Development	Understanding of the way in which games and activities can help children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role