



HALIFAX PRIMARY SCHOOL

Prince of Wales Drive, IP2 8PY

Telephone: (01473) 683932

Headteacher: Mrs Anita Krishna BSc (Hons) NPQH

JOB DESCRIPTION

Post: Midday Support Assistant

Responsible to: Assistant Headteacher

- All duties will be carried out within recognised procedures or guidelines and may include ad hoc duties, which require some initiative.
- Will make day-to-day decisions about own workload.
- Verbal and written communication with a range of audiences will be required.
- Exchanges orally or in writing varied information with a range of audiences.
- Problems will be referred to line manager.
- There will be no direct responsibility for supervising others, but may involve demonstrating duties or giving advice and guidance to new employees or others.

Main duties and responsibilities:

1. Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
2. Supervision of hand washing as required
3. Supervision of pupils' entry into the dining room, including any walk or journey to the dining room which might be required.
4. Assistance for pupils where necessary to carry trays etc. to table and to return empty dishes etc. to service counter.
5. Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc. if required.
6. Summoning any assistance needed to deal with injuries or illness.
7. Supervision of pupils in the playground or other areas of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's behaviour policy. Organising play/games as appropriate inside school on wet days.
8. To maintain confidentiality at all times in respect of school-related matters and to prevent the disclosure of confidential and sensitive information.
9. To understand the safeguarding responsibilities which are part of your employment and your role.
10. To adhere to all safeguarding policies and procedures at all times (both Trust and statutory).
11. To act and always be seen to act in the child's best interests.

12. To avoid any conduct which would lead any reasonable person to question your motivations and intentions.
13. To take responsibility for your own actions and behaviour.
14. To undertake and complete all safeguarding training as required and to ask questions if you do not understand your responsibilities.
15. For information - These responsibilities are taken from the guidance for safer working practice for those working with children and young people in education settings.
16. To undertake any other duties of a similar level and responsibility as may be required.

Roles and Responsibilities Specific to Lunchtimes at Halifax School

Dining Hall / Classroom:

- Supervise children eating in the Dining Hall or in classrooms.
- Seat pupils in the appropriate places as spaces come available.
- Help to distribute 'Pick and Mix' and hot lunches.
- Wipe all tables and seats once the pupils have finished their lunch.
- Take plates, cutlery and food waste to the kitchen.
- Keep bin area tidy and remove and replace full bags.
- Ensure Hall is ready to be used after lunch.

Playgrounds / Field / Classroom

- Promoting positive play and relationships. Being aware of changes in friendships, encouraging socialising, play etc. and leading games.
- Ensuring pupil safety. Dealing with unacceptable or challenging behaviour in line with the school's behaviour policy.
- Reporting pupils' unacceptable behaviour, to the senior member of staff on duty.
- Supervision and management of pupils inside the school premises when they are not allowed outside in inclement weather.
- Managing access to appropriate games and activities.
- Ensuring that the classroom areas are cleared and that all pupils return to the care of teachers at the end of the lunch period.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. DBS checks are required for this post.

PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge:		
Literacy and numeracy	<ul style="list-style-type: none">Ability to follow written guidance and procedures	
Organisational		<ul style="list-style-type: none">Knowledge of appropriate school policies and procedures
Mental Skills:		
Problem solving	<ul style="list-style-type: none">Ability to identify and resolve straight forward problems, e.g. a minor disagreement between pupilsAbility to refer more complex problems to appropriate member of staff	
Interpersonal & Communications Skills:		
Caring skills	<ul style="list-style-type: none">Ability to empathise with pupils, in order to maintain appropriate behaviour during school breaks	
Advising / guiding skills	<ul style="list-style-type: none">Ability to provide straightforward advice to pupils	
Negotiating, influencing or consoling skills	<ul style="list-style-type: none">May be required to help pupils that have a disagreement	
Verbal and written communications skills (including use of languages)	<ul style="list-style-type: none">May be required to record incidents in an appropriate school record	
Physical skills:		
Other manual skills	<ul style="list-style-type: none">Ability to cut food for disabled or younger pupils.Ability to set up and clear away tables/chairs and assist with cleaning of dining area.	
Other attributes:		
Level of autonomy	<ul style="list-style-type: none">Works within guidelines and procedures	