



Academies Trust

# Midday Assistant

Salary / grade range	Grade A2, NJC 2-3
Location	Co-op Academy Woodlands, Leeds
Reports to	Headteacher

## Purpose of role:

To oversee and contribute to the care, safety, welfare and supervision of children during the lunch times, in the playground, dining and other areas, ensuring that the whole lunchtime experience is as positive as possible for all children.

## Key accountabilities (and specific duties / responsibilities):

Listed below are the responsibilities this role will be primarily responsible for: Within the role of Lunchtime Assistant at Co-op Academy Woodlands, you are expected:

- To interact positively and establish good relationships with all children and other staff as necessary To ensure children enjoy lunchtime, healthy eating and a relaxed, engaging environment
- To promote and support a whole school approach to inclusive play
- To support all children and school staff as necessary
- At all times to work within the school's policies with regard to: Behaviour Management/Equal Opportunities/Safeguarding/Health & Safety/Anti-Bullying/Confidentiality/Risk Management & Play
- To carry out responsibilities under the direction and guidance of the post's manager.
- To support and supervise children in the dining room, playground, corridors, toilets or other areas during lunchtime depending on the timetable and rota established.
- To always listen to children's concerns and respond appropriately
- To deal with difficult or challenging behaviour by pupils in a calm and professional way
- To be alert for children who are at risk of bullying or being bullied and intervene in disputes be they physical or verbal as necessary
- To ensure that all children who suffer any injury or accident are dealt with appropriately and in accordance with the school's agreed procedures
- To report any serious concerns regarding children's welfare or behaviour to the Manager, Inclusion and SEN staff or teachers as and when they arise, and to inform the Head Teacher, Behaviour Lead as necessary
- Assisting where necessary in ensuring that all those who are on the premises at lunchtime have authority to be there.

#### Playground responsibilities

- Work as part of a team to initiate and develop a range of inclusive and stimulating indoor and outdoor play opportunities (including in wet weather) for all children and to participate in the delivery of these play opportunities as required.
- Ensure provision of a safe play environment in which children are able to play freely. Ensure with other team members that a good, changing and varied supply of play materials and equipment are sourced, maintained and stored.
- Employ a 'low intervention, high response' approach to children's play, involving observing children's play and facilitating specific activities, such as creative play, to support the extension of their play.
- Allow children the freedom to play whilst supporting them through any difficulties they may experience in playtime
- To liaise with the class teacher/Behaviour Support Lead regarding any concerns about individual children at the end of each session; and make appropriate records.
- To ensure that when halls or classrooms are used during break time they are left tidy. To check toilet areas regularly and to ensure that they are clean and being used appropriately.
- Report any hazards in the playground environment to the Play Co-Ordinators, and highlight any concerns about risks in children's play activities.
- Report any serious incidents to the Play Co-Ordinators and record details fully and appropriately, according to school procedures.
- Record accidents and administer minor first aid as directed by post manager or other school staff qualified in first aid.
- Assist in tidying the playground at the end of lunchtime. Supervise children to line up in their classes at the end of lunchtime.
- Inform the school office in the event of absence or sickness.
- Attend and participate in team meetings, supervisions, training and insets as required. Participate in partnerships with colleagues, parents, and children and outside agencies that support a whole school approach to play and physical activity within the school as required.
- Any other duties as deemed reasonable by the head teacher.

#### Dining Hall responsibilities:

- Supervise children as they queue for lunch in the dinner hall.
- Supervising children to clear their plates and cutlery and to assist in wiping down tables, sweeping up spillages and maintaining high standards of hygiene in the dining hall.
- To encourage children to eat their lunch, helping them to cut up food into edible pieces, distributing water, ensuring that dietary requirements are adhered to and assisting in any other way that may be necessary

#### Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications		

<ul style="list-style-type: none"> <li>Participate in development and training opportunities</li> <li>Knowledge/skills equivalent to current national qualifications level 1</li> <li>Basic awareness of relevant health and safety</li> </ul>		A
<b>Experience</b> <ul style="list-style-type: none"> <li>Relevant experience of working with or caring for children of primary age</li> <li>Previous experience of working as a Lunchtime Assistant</li> </ul>	Desirable	A, I A, I
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>Ability to relate well to children and adults</li> <li>Ability to work constructively as part of a team</li> <li>Ability to maintain a safe, calm and happy approach</li> <li>Basic childcare and health and safety knowledge</li> <li>Appropriate knowledge of first aid</li> </ul>	Desirable	A, I A, I A, I A, I A, I
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>A passion for working with children.</li> <li>Willing to abide by the Trust's Equal Opportunities Policy in the duties of the post, and as an employee of the Trust.</li> <li>Willing to carry out all duties having regard to an employee's responsibility under the Trust's Health and Safety Policies.</li> <li>An ability to respect sensitive and confidential work.</li> <li>Commitment to own personal development and learning.</li> <li>The ability to be flexible and work to the requirements of a busy school.</li> <li>To like young people and be liked by them.</li> <li>Humility: a recognition that the more you know, the less you know!</li> <li>Not being afraid to say 'I don't know'.</li> <li>Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of others' sensitivities; to have personal pride and lead by example.</li> <li>Be happy to get your hands dirty. Don't ask people to do things you wouldn't do yourself.</li> <li>understand the importance of work/life balance.</li> <li>Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism.</li> </ul>		A, I A, I  A, I  A, I A, I  A, I A, I  A, I A, I A, I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.