

LONDON BOROUGH OF WALTHAM FOREST
EDUCATION DEPARTMENT

HILLYFIELD PRIMARY ACADEMY

MID-DAY ASSISTANT

Job Description

NOTE: THE COUNCIL EXPECTS ALL ITS EMPLOYEES TO HAVE A FULL COMMITMENT TO THE COUNCIL'S EQUAL OPPORTUNITIES POLICY AND ACCEPTANCE OF PERSONNEL RESPONSIBILITIES FOR ITS PRACTICAL APPLICATION. ALL EMPLOYEES ARE REQUIRED TO COMPLY WITH AND PROMOTE THE POLICY AND TO ENSURE THAT DISCRIMINATION IS ELIMINATED IN THE SERVICE OF THE AUTHORITY.

JOB PURPOSE

To work in school, under the direction of the Head Teacher and the Senior MDA, as part of a team involved in the supervision of pupils throughout the lunch period ensuring their safety, welfare and good conduct.

MAJOR TASKS

1. Ensure pupils are enjoying their lunch break.
2. Involve pupils in outside/inside activities.
3. Assist in the dining area and encourage pupils to eat their chosen meal/packed lunch.

JOB ACTIVITIES

1. To understand and comply with the Council's Equal Opportunities Policy.
2. To understand and comply with Health and Safety regulations.
3. To assist in maintaining discipline, deal with minor matters, report serious incidents to the Head Teacher.
4. To be responsible for a group of pupils throughout the lunch period.
5. To encourage good eating practices, assist by cutting-up of food for younger age groups.
6. To administer simple first aid. Be aware of who the school's First Aid Officer is.
7. To deal with minor accidents e.g. food spillage on floors and children, also sickness and younger pupils' accidents with toileting.
8. To approach visitors entering school premises.
9. To perform occasional duties of a similar nature up to and including those of the same grade. In the event of a dispute about any such duty, the normal trade union, management negotiations will take place and the status quo will apply until the matter is resolved.

PERSON SPECIFICATION

JOB TITLE: MID-DAY ASSISTANT

DEPARTMENT: HILLYFIELD PRIMARY SCHOOL

KEY: E = ESSENTIAL D = DESIRABLE

1. EXPERIENCE

- a) Evidence of having contact with children. **E**
- b) Evidence of additional experience which has a direct bearing on the post. **D**

2. SPECIAL ABILITIES/APTITUDES

- a) Evidence of good communication skills. **E**
- b) Evidence of ability to relate to children and to work well with them. **E**
- c) Evidence of ability to work with a group of adults and relate well to them. **E**
- d) Evidence of a liking and commitment to children. **E**
- e) Evidence of ability to approach discipline in a positive manner and ability to develop strategies to deal with playground and classroom incidents. **E**

3. OTHER JOB SPECIFIC REQUIREMENTS

- a) Committed to the Council's Equal Opportunities Policy and acceptance of their responsibility for its practical application. **E**
- b) Ability physically to meet the demands of the post. **E**
- c) Evidence of a willingness to participate in the full life of the school. **E**
- d) Evidence of awareness of Health & Safety issue in school. **E**
- d) Evidence of an understanding regarding confidentiality of information in school. **E**

4. EDUCATION & TRAINING

- a) Evidence of having satisfactory completed Secondary school education. **E**
- b) Evidence of a reasonable standard of written communications and legibility. **E**
- c) Evidence of first aid qualification. **D**