



Job Description

Job Title:	SEND Midday Assistant
Grade:	Scale 1a (term time only) - £23,457.00 pro rata
Department:	LBBd Children Services
School:	Beam County Primary School
Responsible to:	SENDCo Lead Midday Assistant
Hours of work:	11:15 pm to 12:30 pm
Post	Fixed term – 3 months - to be reviewed at the end of this period.

1. Purpose of the Job

Securing the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the school.

2. Main Activities

- Supervising the pupils in the dining hall, playground areas and school premises.
- Lunch hall duties (e.g. organisation of children to allow safe and efficient progression from point of collection to dining hall queue, monitoring seating and exit from the dinner hall).
- Supervise children with SEND in the lunch hall;
- Encourage children with SEND to participate in turn taking and imaginative play outside (and indoors when it's raining);
- Promote the good behaviour of pupils;
- Promote self help and independence;
- Support children with their self care and self help;
- Administer first aid.
- Liaison with the Line Manager and staff to provide continuity in approach to behaviour and health and safety issues.
- Supervising the storage of equipment specifically related to lunchtime activities.
- Ensuring that all activities are carried out in accordance with our Equalities Policy.
- Ensuring the provision of good standards of physical and emotional care.
- Developing good relationships with children, teachers and lunchtime supervisors.
- To liaise with the Line Manager and teaching staff of the school in dealing with problems arising from pupil behaviour and any other matters of concern.
- Working as a team to supervise children at play. This involves coverage of the site effectively securing the boundaries.
- Be responsible for organising play activities in the playground.
- During a 'wet' lunchtime the efficient supervision of the children in the classroom/hall and meeting the needs to process the children through lunch.
- To administer first aid in the case of a minor accident acting on the advice of the registered first aider. Record accidents in the first aid record and report serious accidents to the Line Manager.
- To contribute as a member of a team to the ethos and environment of the school.

- To adhere to need for confidentiality at all times.
- To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

3. Safeguarding Responsibilities

To work in line with the school safeguarding policies and procedures.

4. Support for Colleagues

Provide consistent and effective support for colleagues in line with the requirements and responsibilities of the role.

4.1. Personal Development

- Maintain an up to date understanding of the requirements of the role and responsibilities.
- Undertake agreed development actions conscientiously and within the required timescale.
- Make effective use of the development support available.
- Attending relevant training sessions and meeting related to the position.

4.2. Health and Safety

- Follow health and safety regulations and guidelines when attending to pupils' hygiene, health and medical needs.
- Promptly report any problems in maintaining standards of health and hygiene to your Line Manager.

5. General Accountabilities and Responsibilities

- This post carries a requirement to have an enhanced Disclosure and Barring (DBS) check for children.
- Ensure compliance with appropriate legislation, Council Policies, the Council Constitution, Financial Rules and other requirements of the Council.
- Promote the development of a high quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Undertakes a proactive, committed approach towards the Council's Best Values ethos.
- Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies.
- Ensure compliance with and actively promote Health and Safety at work legislations. Council and Departmental H&S policies and procedures.
- Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- Comply with the Data Protection Act 1988 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out other appropriate duties as may be required by the Line Manager within the grade level of the post and the competence of the postholder.

Midday Assistant: **Date:**

Headteacher: **Date:**