

<b>St Modwen’s Catholic Primary School</b>				
<b>Job No.</b>	<b>Post Title</b>	<b>Grade</b>	<b>JE Pts</b>	<b>Date</b>
L1719	<b>Midday Activity Assistant</b>	Grade 2	296 NJC	April 2008

Working under the direction of Deputy Headteacher to:

- Lead the supervision of the outdoor areas, leading/developing games and activities with children.
- Assist the children and catering staff in the hall - wiping tables, general cleaning duties and clearing lunch time furniture.
- Manage behaviour, provide basic first aid duties and support children’s social, emotional, physical and health development over the lunchtime period.

## **JOB DESCRIPTION**

### **School Purpose and Values**

The post-holder will support the Catholic Ethos of St Modwen’s Catholic primary school. In accordance with the document ‘Christ at the Centre’ the staff of St Modwen’s are required to:

- Follow policies that reflect the teaching of Christ and the Catholic Church.
- Attend to the spiritual needs of children and young people as a constant priority.
- Care for the pastoral and special needs of children and young people in accordance with Gospel values and the teaching of the Catholic Church.
- Promote the Catholic ethos of the school by example and ensure that it permeates all aspects of school life
- Take an active part in the Catholic Community, including attendance at INSET day related training and activities.

### **Statement of Purpose**

To work under the direction and instruction of Midday Activity Supervisor to provide all aspects of the supervision of children over the lunchtime period. Including supervising the outdoor areas, leading games and activities with children and assisting the children and kitchen staff in the hall - wiping tables, general cleaning duties and clearing lunch time furniture.

### **Supervision of Pupils**

- Where the children dine away from the school, escorting them to and from the school dining room.
- Supervision of children before, during and after the meal, including the supervising of children to deposit leftover food from plates into receptacles provided.
- Supervision of children bringing sandwiches - to oversee that the debris left by children with packed lunches is removed/cleaned.
- Summoning help, where necessary, in case of injury or illness and providing basic first aid for minor injuries.

### **Support to Pupils**

- Assisting the children with their table manners and use of cutlery and assisting with the cutting of meat etc for smaller children.
- Patrolling the playground and “out of bounds” areas regularly.
- Organising games and activities.

### Resources

- Responsibility for ensuring that the dining room equipment is hygienically maintained.
- Help to maintain a safe working environment for pupils and staff by continuously monitoring dining and general circulation areas for food/drink spillages and taking prompt and effective action to deal with any such hazards in accordance with local procedures
- Assisting the Catering team in the provision of school meals working flexibly to cover sickness absence, undertaking general catering/cleaning duties commensurate with Grade.

### Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

### Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

#### **Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

**Person Specification  
Midday Activity  
Assistant (Grade 2)**

Essential Criteria	Measured By
<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• Food Hygiene Certificate, or willingness to undertake Food Hygiene training</li> <li>• First Aid training as appropriate</li> <li>• Excellent ICT skills</li> <li>• Good interpersonal skills.</li> </ul>	AF/I
<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Being a reflective practitioner, able to act on feedback</li> <li>• Enthusiastic and friendly, the ability to create nurturing supportive relationships with children, parents and staff</li> <li>• Able to use initiative and also work under direction as the situation depends</li> <li>• Ability to lead by example in the promotion and modelling of the Catholic ethos and life of the school</li> <li>• Commitment to the development of pupils’ social, spiritual, cultural, emotional, personal and vocational development</li> <li>• Commitment to developing and employing attachment aware and attachment friendly models of behaviour management and other relevant provision</li> <li>• Well established communication and organisational skills, working well as part of a team, sharing resources, ideas and support</li> <li>• Ability to work in collaboration with partner service providers to develop and deliver an innovative programme of lunchtime activities supporting children’s social and emotional well-being, physical and health development</li> <li>• Ability to work in collaboration with Catering team to develop and deliver the schools business objective of developing a ‘good food culture’ across school. Working flexibly with the catering team to ensure the smooth operation of the delivery of school meals</li> <li>• Ability to provide all aspects of supervision of children</li> </ul>	AF/I
<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Strong attendance and punctuality</li> <li>• Flexibility and resilience</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Committed to the provision and improvement of quality service provision.</li> <li>• Adaptable to change/embraces and welcomes change.</li> <li>• acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	AF/I

## CHILDREN AND LIFELONG LEARNING – HR SERVICES

AF - Application form | - Interview

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***