



TRINITY SCHOOL

JOB DESCRIPTION

POST HELD: Mid-day Assistant

SALARY SCALE: Scale 1b

REPORT TO: Mid-day Supervisor

**Main Tasks**

1. To ensure that the canteen facilities, furniture and equipment are set out in the School hall or classroom and stored away according to the specification.
2. To supervise and assist the students during the meal time.
3. To supervise and ensure the students' safety and welfare during their lunch break

**Job Activities**

1. To respond to and relate to the pupils in a manner which is in line with the philosophy of the school and appropriate for their special educational needs.
2. To set out the canteen furniture and equipment in the school hall prior to the pupils' lunch break.
3. To assist the pupils with eating and the use of cutlery and utensils.
4. To assist the pupils with the clearing away of their eating utensils and the clearing of their table at the end of the meal.
5. To clear up any spillage of substances likely to be hazardous to movements during the lunch period. To ensure used surfaces are cleaned after pupils have eaten.
6. To supervise pupils whilst moving from the dining area or classroom and the playground or other location on the School site.
7. To assist the pupils with dressing for outdoor play and change students who are not continent, as necessary. To supervise and/or assist pupils using toileting facilities.
8. To supervise students into and within designated play areas.
9. To ensure that play activities are undertaken sensibly and safely at all times.
10. To report any injuries to the senior member of staff on duty and registered first aider.



11. To supervise students during wet weather in designated areas as directed by management. As required, play games, give out drawing materials and read stories or take part in other appropriate activity etc. to students in classrooms to occupy them during inclement weather.
12. To understand and comply with Health and Safety regulations.
13. To be aware of and implement the school's safeguarding procedures at all times.
14. To assist in maintaining appropriate behaviour, deal with minor problems, report serious incidents to senior member/s of staff on duty.
15. To understand and comply with the council's Equal Opportunities Policy.
16. To attend annual core training sessions to stay up to date with key policies and procedures.

The job description will be subject to annual review by the Headteacher and the postholder in order to consider the changing needs of the school and conditions of service as outlined in the current document.

Trinity School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment.

**Postholder Full Name (caps):**

**Signature:**

**Date:**



## Person Specification

Post Title: Mid-day Assistant

Grade: Scale 1b

<b>Factors</b>	<b>Essential</b>
<b>Qualifications</b>	Educated to at least GCSE or equivalent
<b>Training</b>	Evidence of First Aid Certificate (not essential)
<b>Experience</b>	Working with children, vulnerable adults or in the caring profession  Working with SEN Children (preferable, not essential)
<b>Knowledge and Skills</b>	Dealing with very difficult and sometimes aggressive behaviours  Working in a team  Willing and able to carry out hygiene tasks (personal care /supporting the changing of a pupil)
<b>Safeguarding</b>	Completed Disclosure/Declaration Form
<b>Personal Qualities</b>	Empathy with the aims of the school and to our pupils  Ability to demonstrate a clear commitment to working with children with severe learning disabilities
<b>Equal Opportunities</b>	Commitment to the Council's Equal Opportunities Policy
<b>Disqualifying Factor</b>	Indication of sexist, racist, and anti-disability attitudes or any other attitudes inconsistent with either the Council's Equal Opportunities Policy or the School's Safeguarding Children Safe Recruitment Policy and Procedures.
<b>Other relevant factors</b>	All successful applicants will be offered a role subject to receipt of a satisfactory DBS check at an enhanced level.