**JOB DESCRIPTION**

**Mid-day Assistant**

**Level 3 Points 3 - 5 £18,562 to £19,312 per annum pro rata**

**4.17 hours per week**

**Purpose of Job**

Our Learning Support Assistants are expected to undertake a mid-day duty acting as part of a team, to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions.

**Responsibilities of the post:**

To maintain the safety, welfare and good conduct of the pupils during the midday break.

To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room. Promote appropriate table manners and cutlery skills.

Encourage healthy eating habits.

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| **Specific Duties*** To assist children with eating their meal if applicable.
* To clear tables when meals are finished and clear up any associated spillages.
* To enforce the necessary sanctions for maintaining good order.
* To administer basic first aid as required.
* To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.
* To provide pastoral care, guidance and routine advice to pupils as appropriate.
* Where necessary and appropriate to lead games and activities with the children.
* To alert Senior Mid-day Assistant and/or the Principal of any concerns regarding an individual child or group of children.
* To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.
* To attend relevant training and meetings as required.
* To respect confidentiality at all times.
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| **General**To undertake any training commensurate with the post. All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade |
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Portico Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All relevant checks will be made and the successful candidate will be required to undertake enhanced DBS checks.