



Job Description

Job Title:	Midday Assistant (1:1 support – medical needs)
Grade:	Scale 1a (term time only) - £25,854.00 pro rata
Department:	LBBD Children Services
School:	Beam County Primary School
Responsible to:	SENDCo Lead Midday Assistant
Hours of work:	One hour lunch time – hour to be discussed
Post	Fixed term – 3 months - to be reviewed at the end of this period.

1. Purpose of the Job

Provide one-on-one supervision and support to the pupil during lunchtime and playground activities, ensuring their safety and comfort at all times.

2. Main Activities

- Supervising the pupil in the dining hall, playground areas and school premises.
- Lunch hall duties (e.g. organisation of children to allow safe and efficient progression from the point of collection to the dining hall queue, monitoring seating and exit from the dinner hall).
- Supervise children with medical needs in the lunch hall;
- Promote the good behaviour of pupils;
- Promote self-help and independence;
- Administer prescribed medication or provide medical interventions as required, in accordance with the pupil's individual healthcare plan (HCP) and school policies. This may include monitoring for signs of distress, administering emergency medication, and performing basic first aid if necessary.
- Maintain clear and effective communication with teaching staff, healthcare professionals, and the pupil's family regarding any concerns or changes in the pupil's condition or needs.
- 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 per our Equalities Policy.
- Ensuring the provision of good standards of physical and emotional care.
- Developing good relationships with children, teachers and lunchtime supervisors.
- Liaise with the line manager and teaching staff of the school to deal with problems arising from pupil behaviour and any other matters of concern.
- Working as a team to supervise children at play, this involves covering the site and 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 team member 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.
- Attend regular training sessions to stay updated on medical procedures, safeguarding, and first aid, and comply with all relevant health and safety regulations and safeguarding policies.

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 health and hygiene standards 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-needs-led service and comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equality 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).
- 6.** Take responsibility for continuing self-development and participate in training and development activities.

7. Qualifications and Skills:

- Previous experience in a similar role, particularly working with children with medical needs, is desirable.
- Basic first aid training or willingness to undertake training.
- Understanding of safeguarding practices and protocols.
- Excellent communication skills, with the ability to build rapport with children, staff, and parents.

- Patience, empathy, and a caring nature, focusing on providing a nurturing environment for pupils.
- Ability to stay calm under pressure and respond effectively in emergencies.

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 postholder's competence.

Midday Assistant:

Date:

Headteacher:

Date:

