

**CHESHIRE WEST AND CHESTER BOROUGH COUNCIL
JOB DESCRIPTION QUESTIONNAIRE**

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|------------------|--|-------------------|-----------------|
| JOB TITLE | MIDDAY ASSISTANT – Primary School | JOB REF NO | AAAD5003 |
|------------------|--|-------------------|-----------------|

BASIC JOB PURPOSE

The Job Holder is responsible for ensuring supervision of all pupils during the lunchtime period both in the dining area and during playground activities.

| | MAIN RESPONSIBILITIES |
|--|--|
| 1. | Ensures the safety of pupils during the lunchtime period; taking into account pupil ages, disability and behaviour. |
| 2. | Arranges age-appropriate activities for pupils during inclement weather. |
| 3. | Ensures application of the school behaviour policy during this period, referring serious issues to the Midday Supervisor where applicable. |
| 4. | Refers to senior members of staff on duty in cases of emergency; or, if unable to contact staff, call for the public emergency services by dialling 999. |
| Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job. | |

1 RESPONSIBILITY FOR SUPERVISION/DIRECTION/COORDINATION OF EMPLOYEES

Employees supervised by job holder (but not in direct line relationship)

| No and FTE | Levels / grades | Types of work | Where based |
|------------|-----------------------------------|---|----------------|
| Several | Newly appointed Midday Assistants | The supervision of pupils during lunch period | Primary School |

What does the supervision of these employees involve? (*Demonstrating, guiding and training*)

Provide guidance and assistance to the above in school routines and midday procedures.

Does the job involve supervision, direction or management of people who are not employees? *eg contractors, students on secondment*

| No and FTE | Levels / grades | Types of work | Where based |
|--------------------------------|--------------------------|---------------------------------|----------------|
| Placements throughout the year | Work experience students | Lunchtime supervision of pupils | Primary School |

What does the supervision of these employees involve?

Explaining the role of the job and allocating tasks to ensure that children's behaviour and eating habits are closely monitored.

Does the Job Holder develop policy or provide advice and information which impacts on the supervision/direction/coordination of employees?

NOT APPLICABLE

2 RESPONSIBILITY FOR FINANCIAL RESOURCES

Does the Job Holder develop policy or provide advice and information which impacts on financial resources?

NOT APPLICABLE

3 RESPONSIBILITY FOR PHYSICAL RESOURCES

| Physical resource | Nature of responsibility of Job Holder | How often is the responsibility exercised? |
|-------------------|---|--|
| Manual Records | Maintain lunchtime register and update the school incident record book. | Daily |

| | | |
|-------------------------|---|-------|
| School Equipment | Carry out visual checks on school equipment, (eg, tables, chairs, etc, and the positioning of recreation equipment); ensuring that it is assembled and dissembled each day; reporting any faults for rectification. | Daily |
| School Premises | Patrol the school grounds during the lunch period and monitor pupils' behaviour and safety. During bad weather, redirect pupils' lunchtime activities. | Daily |

Does the Job Holder develop policy or provide advice and information which impacts on physical resources?

NOT APPLICABLE

4 RESPONSIBILITY FOR IMPACT ON PEOPLE

| Task/Duty | Who benefits? | How they benefit? |
|--|----------------------|--------------------------|
| Supervision of pupils during midday lunch periods. | Pupils | Safety and well being |
| Responding to incidents (eg, misbehaviour, bullying/ violence, accidents or ill-health, loss of property, etc) | Pupils | Safety and well being |

Does the Job Holder develop policy or provide advice and information which impacts on people?

YES

Shared contribution as part of the school team for providing input into pupil behaviour management, playground organisation (ie, where pupils may play in given weather conditions, the division of the playground and demarcation of agreed play areas, etc).

5 KNOWLEDGE

| Type of knowledge | What knowledge is essential? | Why are these needed? | How is it normally acquired? |
|---------------------------------------|---|--|------------------------------------|
| Specialist | Approaches to pupil behavioural management. | To manage pupils' behaviour and thereby ensure their safety and well being during midday lunch periods. | Previous experience |
| School Policies and Procedures | All school policies which impact on pupils | To ensure compliance within the school | On-the-job experience and training |
| Legislation | Child protection and Health and Safety | To recognise child protection issues arising and potential safety hazards, and to carry out basic risk assessments | On-the-job experience and training |
| School Equipment | Safe usage and operation | To carry out visual checks and risk assessment of school equipment and to report faults for rectification. | On-the-job experience and training |

How long would it take for a Job Holder to become fully operational?

Given that basic qualifications/experience are met in full, it would take the Job Holder **1 week** to become conversant with lunchtime routines and arrangements and a further three months to develop effective working relationships with pupils.

6 MENTAL SKILLS

- a) **What sort of situations/problems does the Job Holder typically have to deal with? Give two examples of typical problems solved on a regular basis.**

Example

Resolving pupil behavioural issues during the midday lunch period; assessing the potential for physical or emotional harm to the pupils concerned, and intervening as necessary and appropriate.

Example

Checking for and locating pupils who have failed to turn up for lunch; sending out pupil runners to toilets, classrooms, school grounds etc, and alerting and checking with teaching staff in order to establish reasons for their failure to attend.

- b) **Give an example of the most difficult or demanding situation/problem the Job Holder has to solve.**

Example:

Dealing with members of the public in the school, tactfully and sensitively challenging the reasons for their presence on the school grounds; seeking assistance from senior school staff where there is evidence of unreasonable or confrontational behaviour.

c) Approximately how often would the example in (b) occur?

Occasionally

Give details below of the mental skills required in the job and reasons why they are needed.

| Mental Skill | Why Needed? |
|--------------|---|
| Analytical | To assess the potential of any behavioural situation arising, to respond in the most appropriate manner and to determine the correct moment for distraction, intervention, interception or remedial action. |
| Creativity | To arrange appropriate activities for pupils during inclement weather |

7 INTERPERSONAL AND COMMUNICATION SKILLS ESSENTIAL FOR THE JOB

| Skill | Used for? | With whom? |
|----------------------------|---|------------------|
| Oral | To alert school staff to developing pupil behavioural incidents | All school staff |
| Persuasion and Influencing | To encourage behaviour in accordance with school standards | Pupils |
| Counselling and Caring | To attend to personal needs and provide reassurance and comfort in times of distress, etc | Pupils |

8 PHYSICAL SKILLS ESSENTIAL FOR THE JOB

Not Applicable

9 INITIATIVE AND INDEPENDENCE

Allocation of work

a) How is work allocated to the Job Holder?

The Job Holders' principal responsibility is to ensure the operation of the midday routine, and to support the management of pupil behaviour, safety and well being.

b) What is a typical cycle for allocating work to the Job Holder eg hourly, daily, weekly?

Daily

Scope for initiative

c) How much freedom/discretion does the Job Holder have: to change the way work is done?

(e.g. recommending changes in policy, procedures, resources)

Shared contribution as part of the school team for providing input into pupil behaviour management and playground organisation; and determining/changing staff rotas and duties as necessary.

to allocate their time to duties?

Free to plan own workload to meet school midday requirements

d) What is the level of guidance/instruction available?

School policies and procedures, child protection and health and safety legislation and briefings from line manager

e) What sort of direction, management or supervision is given to the Job Holder?

There are regular informal meetings with the Midday Supervisor and/or Head teacher to discuss ongoing and specific lunchtime requirements. Whilst there is daily contact and support available from the Midday Supervisor and/or Head teacher, the Job Holder is expected to use initiative in responding to all issues arising at lunchtime.

f) Give three examples of problems or decisions the Job Holder would be expected to deal with themselves without reference to a supervisor/manager. How often do these occur?

| Expected problem | Nature of available guidance | Typical Frequency |
|---|---|----------------------|
| Pupil behavioural problems | Experience and knowledge of individual pupils; school policies | A few times per week |
| Intervention in instances of pupil disagreements and arguments. | Experience and knowledge of individual pupils | A few times per week |
| Unexpected problem | Nature of available guidance | Typical Frequency |
| A pupil involved in a serious accident | First aid procedures; school procedures for dealing with such incidents | Occasional |

g) Give two examples of problems or decisions the Job Holder would be expected to refer to their supervisor/manager. How often do these occur?

| Problem or decision | Point of referral | Typical Frequency |
|---|---------------------------------|-------------------------|
| Serious incidents arising during the lunch period | Headteacher/Deputy Head teacher | Few times per annum |
| Pupils repeatedly failing to conform to simple requests | Headteacher/Deputy Head Teacher | Several times per annum |

10 PHYSICAL DEMANDS

| Physical Demand | Typical Duration | How often? | Other details (eg how heavy?) |
|---|----------------------------------|------------|-------------------------------|
| Stamina – on feet throughout shift, walking around school site. | Shift lasts between 1½ - 2 hours | Daily | |

| | | | |
|---|--|---------------------|-------------|
| Lifting and carrying: <ul style="list-style-type: none"> • Children's recreation equipment • Tables and chairs in the school hall | | Several times daily | 10 - 12 Kgs |
|---|--|---------------------|-------------|

11 MENTAL DEMANDS OF THE JOB

| Nature of task | Mental Demand | Duration | Frequency |
|--|-------------------|----------------------|-----------|
| Being alert to the behaviour, safety and needs of pupils and pre-empting any situations that may cause behavioural problems. | General awareness | Throughout the shift | Daily |

To what extent is the job subject to work-related pressures e.g. regular deadlines, frequent interruptions, conflicting demands?

| Nature of pressures/ interruptions | Source | For how long? | How often? |
|------------------------------------|--|---------------|----------------------|
| Interruptions | Staff and pupil requests | Few minutes | Throughout the shift |
| Deadlines | To prepare the hall in time for lunch and disassemble for the afternoon assembly | | Daily |

12 EMOTIONAL DEMANDS

| Nature of the task being performed by Job Holder. | Behaviour/source of the emotional demand | Frequency (per day/wk/month) |
|---|--|------------------------------|
| Dealing with challenging behaviour. | Primary and infant pupils | A few times per school term |

13 WORKING CONDITIONS

a) In what kind of places does the Job Holder normally work (eg office, library, gardens, clients' homes)?

If more than one, give approximate proportion of time in each.

| Location of work | Proportion of time |
|---|--------------------|
| School premises – internal and external grounds | 100% |

b) If the Job Holder works outside, are they expected to work regardless of the weather or are alternative arrangements made eg work on other duties?

Yes; although normally pupils being supervised would also be confined indoors during inclement weather.

c) What unpleasant environmental working conditions or behaviour from other people are met in performing the job? (See guidance notes for examples)

| Working Condition or Behaviour from other people | How long does it last at any one time? | How often does it typically occur? |
|--|--|------------------------------------|
| Kicking, screaming and emotional pupil behaviour | Few minutes | Few times per annum |

d) What protection is offered (if any) e.g. against adverse weather (clothing, shelter), against infection, security measures etc.

Midday staff are provided with tabards.