



Midday Assistant (Senior School)

Job Purpose

Acting as part of a team to be responsible for the safety, welfare and good conduct of all students at lunchtime, either outside or within the School.

Hours

Monday to Friday, 12:00– 2.00 pm (Term Time Only) and free lunch provided at either 11:50 am or 2:00 pm

Report to

Lead Head of House and Director of Co-Curricular (Senior)

Contacts

Heads of House, Local SLT, Lead Head of House, Director of Co-Curricular and Deputy Head Staffing, Co-Curricular and Operations, Cover team and Admin team

Department

Years 7 to Upper Sixth Lunchtime Supervision

Key Responsibilities & Accountabilities

- Understand and follow the School guidelines for Midday Assistants.
- Ensure the safety and behaviour expectations of students throughout lunchtime in line with the school's health and safety/behaviour policy.
- Assist with the start of Year 7 lunchtime (12:05) and senior school lunchtime (12:50) to ensure key spots are covered prior to duty staff arriving.
- Be on duty in allocated areas (in liaison with the Lead Head of House) between 12:10 and 13:55.
- Be proactive in seeking areas where there are students present.
- To encourage and support the students during their lunchtime.
- To promote positive behaviour amongst the students.
- Refer all injuries to the SAN team.
- Implement our Behaviour Policy and Sanctions Ladder with the support of teaching staff.
- Attend relevant training and meetings as required.

Personal Specification

- Enjoy working in a school environment.
- Be reliable, punctual and flexible.
- The ability to communicate, listen well and liaise with all levels of staff and students is essential.
- Versatility and the ability to act on one's own initiative.
- To have a calm and friendly manner.
- Integrity and confidentiality are essential
- To be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.
- Ability to complete simple paperwork, e.g. log incidents/accidents clearly.
- Be willing to work as part of a team.

Desirable

- To have demonstrable experience of working with children.

Safeguarding responsibilities

- Recognising that we all have a part to play in safeguarding children.
- To adhere to the School's Safeguarding policy, which includes the staff safeguarding code of conduct, and KCSIE (Part 1).
- To communicate any safeguarding concerns as soon as possible to the DSL or a Deputy DSL. For any serious concerns, speak to a member of the safeguarding team and then record your notes on the online safeguarding reporting system, CPOMS. If you cannot contact a DSL or DDSL, or a member of SLT, contact the reception and admin.

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- To use CPOMS promptly to alert the safeguarding team of your non-urgent concern (and to record any safeguarding concerns).
- To report any concern about the safeguarding conduct of a member of staff (contractor, volunteer or adult supervising children on the school site as part of an external let) to the Headmaster (or to the Chairman of Governors if the concern is about the Headmaster) and to self-refer as needed, following the Safeguarding Policy and Low Level Concerns Protocol.
- To ensure that you always wear your lanyard and challenge anyone who is not wearing a school lanyard or who is wearing a red lanyard while unaccompanied.
- To be aware of the medical and SEND needs of the students in your care and contact the school nurses, Lead Head of House or Learning Support Department if you have questions.
- Being aware of and alert to signs and indicators of abuse, neglect, or other safeguarding concerns.
- Understanding that children may disclose concerns to any trusted adult, not just teachers.
- Remaining vigilant in all areas of the school, including corridors, playgrounds, and communal areas.
- Contributing to a positive and supportive school environment where children feel safe and listened to.
- Maintaining professional boundaries with students at all times.

To find out more about this role, please contact recruitment@brentwood.essex.sch.uk, who will put you in touch with our Lead Head of House or Director of Co-Curricular

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