



Westcliff High School  
for Boys

**JOB DESCRIPTION**  
**MIDDAY ASSISTANT**

## MIDDAY ASSISTANT

### Job Purpose

To effectively supervise pupils during the lunch period, providing a continuous presence. To ensure the safety, welfare and conduct of pupils in accordance with the School's policy.

Midday Assistants have a shared role within the School in helping to raise the social understanding of pupils. They are responsible for ensuring that lunchtimes are an enjoyable and safe experience for all pupils, so that they are physically and mentally prepared to learn during the afternoon.

### Duties

- To be responsible for supervising pupils on the playgrounds and in the buildings during the lunch period.
- To promote the School behaviour policy, assisting with maintaining discipline and supporting pupils. To deal with incidents of misbehaviour by appropriate intervention and reporting serious incidents to the Pastoral Team member on duty.
- To tend to pupils who are sick or injured in accordance with the School's accident/injuries procedures, administering initial first aid and reporting serious injuries to the named first aider.
- To ensure that pupils stay away from areas that are out of bounds and do not leave the premises. To be aware of security procedures regarding entrance and exits and to approach visitors and escort them to the School's Reception.
- To be aware of responsibilities under safeguarding legislation and report any concerns to the Designated Safeguarding Team.
- To take part in training and development activities as required.

### Responsibilities

- To work in accordance with policies of the School proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
- Be aware of and comply with all policies and procedures including those relating to child protection, health, safety and security, confidentiality, equal opportunities, and data protection, reporting all concerns to an appropriate person.
- To take appropriate action to identify, evaluate and minimise any risk to health, safety, and security in the immediate working environment.
- Appreciate and support the role of other professionals.
- Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, pupils, parents, and visitors.



## Personal and Professional Development

- Attend and participate in relevant meetings as required.
- Participate in training, other learning activities and performance development.
- To actively look for and participate in initiatives and opportunities to promote your own personal and professional development.

## Confidentiality and Data Protection

- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the School's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or responsible duties as directed by their Line Manager commensurate with the skills, abilities and grade of the post.

To be alert to issues of child protection, ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the Designated Safeguarding Team.

Prevent, identify, and minimise risk of interpersonal abuse or violence, safeguarding pupils and other vulnerable people, initiating the management of cases involving actual or potential abuse of violence where needed.

## Hours of Work

Term Time




Monday – Friday (190 days per year), 12.45pm – 2.00pm, £9.25/hour



# Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

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