

THE RUSSETT SCHOOL

JOB DESCRIPTION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS SECTION 7 OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Midday Assistant – (Special Academy)

REFERENCE: AAAF5003A

GRADE: 3

RESPONSIBLE TO: Head of Academy

JOB PURPOSE

To assist the pupils during the dinner-time period with feeding, toileting and playground activities, under the direction and supervision of permanent members of academy staff e.g. Head of Academy, Deputy Head of Academy and Senior Supervisor.

MAIN RESPONSIBILITIES

1. Carry out individual feeding programmes devised by the class teacher.
2. Carry out individual toileting programmes devised by the class teacher.
3. Undertake general supervision of individuals or small groups at mealtimes in the hall or classroom.
4. Undertake general supervision of pupils in the playground
5. Clean up hall/classroom after dinner use.
6. Any other duties as assigned by the Head of Academy commensurate with this grade.