

# Job Description

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<b>Job Title:</b>	<b>Mid-Day Assistant</b>
<b>Reporting To:</b>	Business Manager
<b>Department:</b>	Education
<b>Scope:</b>	UK
<b>Working hours:</b>	Part Time - permanent

*“The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding - Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to Children’s Social care and/or the Local Authority Designated officer.”*

## Working with us

Achieving more than you believed possible – that’s what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us

Since Cognita’s launch in 2004, we’ve built an international network of 64 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita’s international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

## Job summary

To actively support the policies and aims of the school whilst effectively teaching and encouraging pupils to develop both inside and outside the classroom.

## Key Responsibilities

### Dining Room

- Ensure dining room is set up before start of lunchtime
- During lunchtime period support pupils' needs in a professional and caring manner
- To be aware of ground rules for pupil behaviour and general procedures for lunchtime provision
- Ensure Dining Room is cleared away and cleaned
- Observe the Health and Safety, First Aid and Emergency Procedures as directed by the school

### Playground Duties

- Ensure the welfare and safety of all pupils at all times. Report any concerns immediately to the appropriate member of staff, in accordance with relevant Oxford House policies
- Be aware of any day to day changes regarding playground activities
- Ensure that any playtime equipment is used properly and stored away appropriately at the end of the playtime period
- Engage with pupils and their activities, providing assistance where necessary

### Standards and Quality Assurance

- Support the aims and ethos of the school in that every child is an individual
- Maintain good standards of pupil behaviour at all times
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in relevant meetings as required team and staff meetings
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall aims of the school
- Undertake professional duties that may be reasonably assigned by the Headteacher
- Be proactive in matters relating to health and safety
- Any other duties and responsibilities as may be reasonably requested

### Learning and Development

- Participating in arrangements for your professional development.
- Participating in any arrangements that may be made for appraisal.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officer or to the Headteacher.