

<b>Job Title:</b>	Midday Supervisory Assistant
<b>Location:</b>	Abbey Schools, Darlington
<b>Start Date:</b>	01 <sup>st</sup> November 2024
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	£3879.38 (£11.79 per hour) NJC point 3
<b>Weekly Hours:</b>	7.5 hours over the lunchtime period
<b>Working Weeks:</b>	Term Time Only

## About Us:

We are a warm, inclusive family school with a strong sense of community and a commitment to excellence for all children in our care. We aim to ensure that our children feel safe and happy and achieve their potential as unique individuals and as learners.

Abbey is a learning community, which evolves and changes. We believe that education is about expanding our expectations and building on firm foundations. It is critical for our success that every learner is well equipped with a balance of social, moral and academic skills. We have excellent staff who are committed to providing unique, stimulating and interesting learning opportunities, which motivate our learners to apply their skills.

We are seeking an enthusiastic Midday Supervisory Assistant to support pupils within our school. The successful candidate will be compassionate and caring and will play a vital role in providing inclusive care and support to pupils, ensuring children's safety and welfare during the lunch break.

This is an exciting opportunity for anyone wanting to work in a brilliantly supportive, inspiring, and enjoyable working environment, giving you the opportunity to make a positive difference to the lives of young children every day.

## Key Responsibilities:

- Building positive relationships with pupils and staff within the school community.
- Supervise and manage routines associated with lunchtime.
- Supervise, guide and encourage children to develop good social skills, including eating and table manners.
- Maintain discipline during the lunch break and to promote adherence to the school's behaviour and anti-bullying policies.
- Assist the children to play by suggesting activities and teaching play skills.
- Manage the safe use of play equipment.
- Provide first aid treatment when required.
- Serving meals as and when required, to cover staff absence within the Catering Team

**Our ideal candidate will:**

- A passion for working with children and a commitment to promoting well-being and social development.
- Have excellent communication and interpersonal skills, with the ability to form strong and supportive relationships with children
- Demonstrate patience, empathy and a positive attitude towards overcoming behavior challenges
- A resilient, proactive and positive nature
- High levels of enthusiasm, energy and positivity when working with pupils
- Have the ability to create and maintain a safe and supportive playground environment

**How to Apply:**

If you have the skills and drive to be successful in this role, application forms can be downloaded from our website and should be returned to: [Claire.Rochester@abbeyschools.org.uk](mailto:Claire.Rochester@abbeyschools.org.uk)

Visits to school are encouraged, please contact us and we will arrange a time for you to meet the team and observe our wonderful surroundings. For more information about us, please visit

[www.abbeyschools.org.uk](http://www.abbeyschools.org.uk)

**Closing Date for Applications:** Monday 23<sup>rd</sup> September 2024

**Interviews:** W/C Monday 30<sup>th</sup> September 2024

*Abbey is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to relevant vetting checks in line with Keeping Children Safe in Education Part 3, including an enhanced disclosure, satisfactory references, before an offer of employment is confirmed. All shortlisted candidates will be subject to an online check as part of the safer recruitment process. Abbey Primary School welcomes a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.*

## Midday Supervisory Assistant Job Description

<b>POST:</b>	Midday Supervisory Assistant permanent NJC point 3 7.5 hours per week 190 days TTO
<b>SALARY GRADE:</b>	NJC SCP 3
<b>RESPONSIBLE TO:</b>	Senior Lunchtime Supervisor
<b>JOB PURPOSE:</b>	To work under the direction of SLT, the Senior Lunchtime Supervisor and other appropriate staff, in assisting and supervising children during the school lunch break to ensure the children's safety and welfare.
<b>ACCOUNTABILITIES/MAIN RESPONSIBILITIES</b>	
<b>Supervise and Manage the routines associated with lunchtime</b>	<ul style="list-style-type: none"> <li>• Ensure children are suitable dressed at the beginning of the lunch period.</li> <li>• Organise and supervising the washing of hands and hygiene of infant/junior pupils.</li> <li>• Supervise the storage and retrieval of packed lunches, clothing and other belongings.</li> <li>• Supervise queuing, waiting taking turns and seating in designated areas.</li> <li>• Supervise movement between dining hall and various areas of the school.</li> <li>• Supervise routines for dressing in outdoor clothes when necessary, using toilets and movement on the playground.</li> <li>• Serving meals as and when required, to cover staff absence within the Catering Team</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Establish rapport and respectful, trusting relationships and communicate effectively with pupils and staff.</li> <li>• Share information confidentially about pupils with teachers and other professionals as required.</li> <li>• Listen to children and act as a trusted authority who will fairly resolve disputes, reassure worries, calm fears and soothe distress.</li> </ul>
<b>Supervise, guide and encourage the children to develop good social skills, including eating and table manners</b>	<ul style="list-style-type: none"> <li>• Assist with the cutting of meat and other food items for infant pupils.</li> <li>• Assist the opening of food items for pupils on packed lunch as appropriate.</li> <li>• Assist with the cleaning and tidying of used food utensils once meals are finished.</li> <li>• Ensure a calm and respectful dining hall where all children feel valued.</li> <li>• Assist children to play respectfully, teaching playing skills such as taking turns, sharing equipment, following rules, choosing fair sides in team games etc.</li> </ul>
<b>Safeguarding and Promoting the Welfare of Children &amp; Young People</b>	<ul style="list-style-type: none"> <li>• Carry out tasks associated with pupils' personal hygiene and welfare, including personal intimate care, physical needs, whilst encouraging independence</li> <li>• Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate.</li> </ul>

<p><b>Maintain discipline and promote adherence to the school's behavior and anti-bullying policies.</b></p>	<ul style="list-style-type: none"> <li>• Acknowledge and praise good behaviour.</li> <li>• Challenge less favourable behaviour and direct them to change their behaviour.</li> <li>• Issue sanctions in line with the school's behaviour policy.</li> <li>• Report poor behaviour to class teachers</li> </ul>
<p><b>Data Protection</b></p>	<ul style="list-style-type: none"> <li>• To comply with Melrose Learning Trust policies and supporting documentation in relation to Information Governance, this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<p><b>Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee.</li> <li>• Work with colleagues and others to maintain health, safety and welfare within the working environment.</li> <li>• Administer First Aid to pupils when required, reporting accidents and illness to teachers.</li> <li>• Manage the safe use of play equipment which may be available.</li> </ul>
<p><b>Equalities</b></p>	<ul style="list-style-type: none"> <li>• Promote inclusion and acceptance of all pupils.</li> <li>• Within own area of responsibility work in accordance with the aims of the Equality Policy, treating individuals with the respect for their diversity, culture and values.</li> </ul>
<p><b>Flexibility</b></p>	<ul style="list-style-type: none"> <li>• The school provides front line services, which recognises the need to respond flexibility to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust policies and procedures.</li> </ul>
<p><b>Customer Service</b></p>	<ul style="list-style-type: none"> <li>• The school requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The Trust requires all staff to offer a professional level of service at all times.</li> </ul>

## Midday Supervisor Assistant Person Specification

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Good understanding of child development and play skills</li> <li>• Understanding of individual children and young people's needs</li> <li>• An understanding that children/young people have differing needs and knowledge of inclusive practise</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of Experience of working with children</li> <li>• Knowledge of Behaviour Management techniques</li> <li>• Experience and training in relation to administrating First Aid</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children in an education setting</li> </ul>
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Dedicated to high standards and expectations</li> <li>• Demonstratable interpersonal skills</li> <li>• Ability to work successfully in a team</li> <li>• Ability to nurture and care</li> <li>• Punctual and hard working</li> <li>• Confidentiality</li> <li>• Creativity</li> <li>• Flexibility</li> </ul>	
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with staff and children</li> <li>• Positive and decisive behaviour management skills</li> <li>•</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Appropriate first aid training.</li> </ul>
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• To be committed to the schools' policies and ethos</li> <li>• To be committed to Continuing Professional Development</li> <li>• Motivated to work with children</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children</li> <li>• Emotional resilience in working with challenging behaviours and attitudes</li> <li>• Ability to use authority and maintaining discipline</li> <li>• An empathy for equality and diversity</li> </ul>	