

**Job Description – Midday Supervisor Assistant**

Wyvern Academy is **more than just a school** its vision is *“to provide a bespoke education tailored to each pupil, delivered in a creative and nurturing environment, inspiring all who work and learn with us to develop their full potential. Working in partnership with families, we aim for all children and young people to flourish and to lead as full, interesting and independent lives as possible, leaving Wyvern with a strong sense of who they are and where they belong in the world.*

We are looking for an enthusiastic and inspirational Midday Supervisor Assistant to share our vision in all they do.

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| **Job Title** | Midday Supervisor Assistant |
| **Grade**  | Grade 2 |
| **Reporting to** | Head of Department |
| **Hours** | 12.5 hours per week, Monday to Friday 11:30am-14:00pm – Term time only |
| **Contract** | Permanent, Term time only |

**Main Purpose of the job**

To ensure the safety, general welfare and conduct of pupils during the midday break period.

Provide support to school and catering staff with basic cleaning and general duties in and around the dining areas.

**Duties and Responsibilities:**

* Supervise pupils in designated areas of the school during the midday break
* Ensure pupil safety, welfare and general conduct following the school's policies and procedures.
* Ensure safe and appropriate behaviour by effective intervention or referral to senior staff.
* Supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
* Maintain good order in dining areas.
* Assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter and where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
* Assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
* Assist in the setting up and removal of furniture where necessary.
* Take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
* Complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
* Promote and safeguard the welfare of children and young people in accordance with the school’s safeguarding and child protection policy
* To prepare food as may be necessary (e.g. liquidising).
* To feed children with significant and complex needs
* To toilet children in midday period, as required.
* Undertake any other duties appropriate to the level of the role, as directed by the Team Lead/Headteacher

**Person Specification – Midday Supervisor Assistant**

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| **Criteria** | **Essential** | **Desirable**  |
| **Qualifications and Experience** |  |

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| * Experience of working with pupils with Special Educational Needs
* Experience of working with children in an educational setting
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| **Skills and Knowledge** | * Significant empathy with pupils who have additional or special educational needs.
* Good interpersonal skills
* Maintain optimistic and motivational attitude to young people.
* Work as part of a team
 | * An understanding of the basic principles of safeguarding and can explain how this responsibility would be demonstrated in daily practice
* Knowledge of strategies used in dealing with young people with learning and behavioural difficulties.
* Knowledge of child development
* The ability to recognise and respond to the needs of children
* Competence in the use of signing
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| **Personal qualities**  | * Discretion, loyalty, commitment, patience, and flexibility
* Interest and enthusiasm for working with children
* Ability to work under pressure and prioritise effectively
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding and equality
* Resilience – tomorrow is a new day with new opportunities
* A friendly, positive and proactive attitude to work
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| **Other factors** | * Satisfactory pre-employment checks including DBS, references and full career history
* To attend and contribute to school staff meetings and in-service training within contracted hours or outside normal hours by agreement.
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