



Strand on the Green Junior School Job Description

Job title: School Midday Supervisory Assistant and Relief

Salary and grade: London Living Wage 1a (Scale 1a FTE £23,628 – pro rata actual pay approx. £4,109)

School: Strand on the Green Junior School

Line manager: Member of SLT

Key Relationships / Liaison with: Senior SMSA and team

Main Purpose of the Job

To be responsible, under the direction of the Senior Leadership Member and Senior SMSA, for ensuring the safety and good conduct of the pupils during the midday break. To organise and lead a range of sporting activities, encouraging children to be active during their playtime.

Duties and Responsibilities

- To supervise pupils in the playground, ensuring the health and safety of pupils at all times. Pay particular attention to the areas of fixed equipment and areas in proximity to buildings.
- To encourage appropriate playground behaviour by helping children to play co-operatively and by teaching and modelling a range of organised playground games and sporting activities.
- To encourage positive behaviour in accordance with the school's Behaviour Policy.
- To actively challenge inappropriate behaviour and seek support from the member of staff on duty if necessary.
- To record incidents and report to Senior SMSA and member of SLT on lunch duty.
- To ensure that pupils receive medical attention if necessary, accompanying them to the Medical Room if appropriate.
- To supervise suitable activities for pupils inside the school during bad weather, making sure when classrooms are used equipment is put away and the room is left tidy.
- To carry out job responsibilities with due regard to the LEA's Equal Opportunities Policy and other relevant school policies.
- To attend training sessions when appropriate.
- To work under the direction of the Senior SMSA on a daily basis and to undertake any other broadly analogous duties allocated by the Headteacher or Senior Leadership Team.
- Play a full part in the life of the schools and promote our ethos

- Adhere to the school's code of conduct

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification and amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head teacher.

KT/August 2023