

JOB DESCRIPTION

JOB TITLE: Midday Supervisory Assistant

GRADE: HB

RESPONSIBLE TO: Headteacher

PURPOSE OF YOUR JOB

- To prepare the dining room for school lunches and clear away afterwards and to supervise pupils whilst they eat lunch and go out for lunchtime break
- To seek to ensure the safety and welfare of all pupils remaining on the school site during the mid-day break (ie. from the end of the morning session until the start of the afternoon session).

2 MAIN AREAS OF RESPONSIBILITY

- Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food
 - When necessary, to instruct pupils' to wash dirty hands.
 - Supervision of pupils' entry into the dining room, including any walk or journey to the dining room which might be required.
 - Assistance for pupils where necessary to carry trays etc to table and to return empty dishes etc to service counter.
 - Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc if required.
 - Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
 - Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Policy. Organising play/games as appropriate inside school on wet days.
 - Patrol all areas of supervision, maintaining vigilance and intervening to prevent the development of poor conduct.
 - Establish good relationships with pupils and avoid confrontational situations wherever possible.
 - To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
 - To keep up-to-date and informed about recent developments in your job; to participate in annual professional development opportunities and training.
 - Report any safeguarding concerns to the Designated Safeguarding Lead.
- To undertake any other duties of a similar level and responsibility as may be required.

3 ORGANISATION CHART



4 SUPERVISION

- Supervised by Phase Leads for KS1/KS2. Reports to the Headteacher.

5 JOB CONTEXT

Working with and catering staff to ensure that the school lunch breaks start and finish on time. Ensuring that pupils have either a cooked or packed lunch and supervising the pupils over the lunch period.

6 CONTACTS

- Pupils
- Catering staff
- Office Manager and other teaching and support staff

7 KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working in an environment where there are children and young people.
- Knowledge of basic hygiene procedures.
- An understanding of safeguarding.

8 PROBLEMS AND DECISIONS

- Sometimes troublesome behaviour from pupils in the dining room which is reported to the member of SLT on duty.
- Occasionally a child may feel unwell during lunch and need help and this is also reported to the designated First Aider.

9 PHYSICAL EFFORT

Occasional moving and carrying dining tables and chairs at the beginning and end of the shift.

10 WORKING ENVIRONMENT

This work is done indoors and outdoors and there are no really hazardous conditions.

11 ADDITIONAL INFORMATION

You will be expected to be aware of and help to implement whole school approaches to positive behaviour management.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time. The post holder will work under the overall direction of the Headteacher.