

**FAKENHAM ACADEMY**

**JOB DESCRIPTION**

**MIDDAY SUPERVISORY ASSISTANT**

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| **Line Manager:** | **Operations Manager** |
| **Salary:** | Scale 1 of the Support Staff Salary Scale: **FTE** £17,842 per annum, **Pro Rata** £2,012 - £2,047 per annum based on 5 hrs per week |

**THE POST**

Supervise pupils under the direction of the Assistant Principal, to ensure the safety and well-being of pupils and the adherence with the school procedures whilst pupils are on the school field and/or in communal areas including in main eating areas as directed.

Fakenham Academy is a member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six-month probationary period.

**PERSON SPECIFICATION**

The personal competencies expected of all Fakenham Academy support staff are:

* The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others.
* Able to maintain positive relationships with all and be able to work as an effective and flexible part of a team, being willing to change methods of work and routines to benefit the team.
* Willingness to accept responsibility for your own actions, including the ability to prioritise effectively, meet deadlines and accept challenges.

**JOB SPECIFICATION**

**General Responsibilities**

The post-holder will be required to comply with the Fakenham Academy Code of Conduct for Staff.

Fakenham Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the school’s programme of performance management and continuing professional development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

**Specific Responsibilities**

* Supervise pupils on the school field and/or in communal areas (library, confab, canteen etc) including in main eating areas as directed at all times, to ensure the safety and good behaviour of the pupils and that school standards are adhered to.
* Follow the school procedures when dealing with poor behaviour.
* Refer any concerns regarding the safeguarding of children to the designated safeguard lead or alternate.
* Report any first aid concerns or needs to the office.
* Undertake other similar activities that may fall within the grade and scope of the post as directed by the Assistant Principal.

**HOURS OF WORK**

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| Working weeks | Term Time only (normally 38 weeks) – Initially Fixed Term until 21/07/2022, but this will be reviewed in the summer term. |
| Hours per week | 5hrs |
| Normal Working Pattern | Monday-Friday during lunch periods |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.  |
| Continuing Professional Development Days | Your working hours do not include the automatic requirement to work published CPD days, but you may be required to attend mandatory training and in these cases the additional hours may be claimed on a timesheet. |

**REMUNERATION**

Salary Details:

* Scale 1 (Point 1) of the Support Staff Salary Scale
* FTE Salary: £17,842 per annum
* Pro-Rata Salary for this post, as advertised £2012 - £2047 per annum

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

Annual holiday entitlement for full-time support staff is 244 hours (including bank holidays), rising to 274 after 5 years’ service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

The post-holder will be entitled to join Fakenham Academy’s nominated pension scheme for support staff.

**DRESS CODE**

The post-holder will be expected to wear workwear appropriate to the role and protective clothing will be provided by Fakenham Academy where appropriate. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Fakenham Academy employees.

**PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

**REVIEW**

The Job Description will be reviewed annually as part of Fakenham Academy’s Performance Management programme.