

Midday Supervisory Assistant – Job Description

Responsible to: Head of School

Main duties and responsibilities

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact
- You will be required to implement fully, the school policies and procedures for child protection and security.
- Supervision of pupils in the dining hall, playground, and school premises, including the toilets and cloakrooms.
- Patrolling around the school, inside and out, making sure there are no problems. Maintaining good order and discipline among students and safeguarding their health and safety
- Encouraging children to play and helping with play activities if required
- Making sure that children do not leave the school premises or go into areas of the school that are out of bounds. This will require knowing the layout of the school, both internally and externally, being aware of site entrances and exits, boundaries and access points for vehicles
- Helping children at mealtimes. This may involve helping some children to cut up their food, showing them how to use cutlery and encouraging good table manners
- Cleaning up spillages and making sure that tables are clean
- Dealing with incidents of misbehaviour and, if necessary, reporting them to the duty teacher or Head.
- Tend to sick or injured pupils and report any serious accidents to Head of WGJS and/or WJGS Secretary.
- Dealing with emergency situations such as fire drills
- Listening to pupils and dealing with situations as they arise
- Being vigilant and raising concerns about individual pupils or groups of pupils with Head or Deputy Head. Knowing the school regulations and the health and safety policy; being aware of and implementing the school rules and School policies, in particular the safeguarding of children
- Co-operate in all matters concerning Health and Safety. To specifically take reasonable care of your own safety and that of any other persons who may be affected by your acts or omissions at work
- To undertake other such specific duties that may from time to time be reasonably assigned by the Head.

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list, and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.