ROCKLAND ST MARY PRIMARY SCHOOL JOB DESCRIPTION

MIDDAY SUPERVISORY ASSISTANT

PERMANENT, PART-TIME, 5 HOURS PER WEEK, TERM-TIME ONLY

Line Manager:	Headteacher
Salary:	Point 1 of the Support Staff Salary Scale: **FTE** £17,842 per annum **Pro Rata** £2,011 - £2,047 per annum

THE POST

Supervise pupils under the direction of the Headteacher to ensure the safety and well-being of pupils and the adherence with the school procedures while in play areas, the dining hall, classrooms or in transit between.

Rockland St Mary Primary School is a member of the Sapientia Education Trust (SET).

The school is committed to the professional development of all staff and provide a safe and supporting environment to work in.

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

PERSON SPECIFICATION

The personal competencies expected of all school 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 able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

JOB SPECIFICATION

General Responsibilities

The post holder will be required to comply with Rockland St Mary Primary School's Code of Conduct for Staff and Volunteers.

Rockland St Mary Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers 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 Rockland St Mary Primary 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 children in all areas of the school, including the dining room, play areas and classrooms as directed by the Headteacher in order to ensure the safety and good behaviour of the children;
- Supervise the children during the meal to ensure that a good atmosphere is maintained;
- Encourage good eating habits and assist younger children where necessary;
- Maintain good order at all times to ensure that school standards are adhered to;
- Assist generally in the dining area e.g. wiping up spillages to ensure a safe and ordered environment is maintained at all times;
- Supervise the movement of children to and from the dining room in order to ensure the safety and well-being of the pupils;
- Support children in their play;
- Follow the school procedures when dealing with poor behaviour or friendship difficulties;
- Inform the class teacher of significant issues which have arisen at lunchtime, recording any significant issues in the class record files or on special forms for particular children;
- Refer any concerns regarding the safeguarding of children to the designated person or alternate;
- Deal with first aid on the playground wherever possible or bring the child into the medical room to attend to if more severe. Complete the written record forms and pass onto the class teacher and office;
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.

HOURS OF WORK

Working weeks	Term Time only (normally 38 weeks)
Hours per week	5
Normal Working Pattern	Monday–Friday, 12:00–13:00
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.
CPD Days	Your working hours do not include the automatic requirement to work of 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.
Overtime	Additional hours may be worked by mutual agreement with the Headteacher, but additional hours will be paid at the Employee's standard rate of pay.

REMUNERATION

Salary Details:

- Point 1 of the Support Staff Salary Scale:
- **FTE** £17,842 per annum

- **Pro Rata** £804 – £819 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 33 days (including bank holidays), rising to 37 days 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 the Trust's nominated pension scheme for support staff.

DRESS CODE

The post holder will be expected to wear appropriate attire. 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 Rockland St Mary Primary School's 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 Rockland St Mary Primary School's Performance Management programme.