



## St George's Academy

“Aiming high to achieve excellence for all”

### Midday Supervisory Assistant Job Description

<b>Salary:</b>	NJC Scale 1, fixed point 2
<b>Hours:</b>	6.66 hours per week
<b>Contract type:</b>	38 working weeks per year
<b>Responsible to:</b>	Vice Principal

#### PURPOSE OF JOB

To be responsible to the Vice Principal, or other designated person, for the supervision of children during the lunch break.

#### MAIN RESPONSIBILITIES, TASKS AND DUTIES

All responsibilities, tasks and duties to be carried out in line with Academy guidelines and policies.

- Supervise children during the meal, in the playground, field, classrooms, corridors, cloakrooms, toilets etc and escort children between premises where necessary.
- Where applicable, may also be required to prepare rooms for dining, including setting out tables and chairs or desk covers, as appropriate.
- Where applicable, may also be required to clear tables and collect rubbish, wash tables and chairs and clean dining area as required.

#### GENERAL

- To be responsible for personal continued professional development and take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To adhere to Health and Safety Regulations
- To keep confidential any issues related to St George's Academy which are deemed confidential
- To participate in appropriate meetings
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- To make a positive contribution to the wider life and ethos of the school
- To uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- To support equal opportunities and promote anti-discriminatory practice

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team's or the school's development and improvement. All members of staff must be prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:

- Cover of the school's needs throughout the day
- Appropriate cover for colleagues when absent for any reason

All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the Academy. This includes helping to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

All Academy Staff are expected to make themselves familiar of the Academy Policies and Procedures and to adhere to these. These can all be found on the Academy X Drive.

This job description may be amended from time to time in discussion with the post holder.

### **Job Description Agreement**

<b>Employee Name:</b>	
<b>Job Title:</b>	
<b>I declare that I have read and understood the Job Description and Person Specification for the role and have sought clarification of any points where required.</b>	
<b>Signature:</b>	
<b>Date:</b>	

## PERSON SPECIFICATION

### Midday Supervisory Assistant

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
<b>1. EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Completed mainstream education to GCSE level or equivalent or able to demonstrate equivalent relevant experience</li> <li>• Experience of working in a team</li> <li>• Experience of working with young people</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in an Educational setting</li> </ul>	Application form Application form Application form
<b>2. KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Understand the importance of safeguarding within a school environment</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge or working practice in the education sector</li> </ul>	Application/Interview Application/Interview Application/Interview  Application/Interview
<b>3. SKILLS AND APTITUDES</b>	<ul style="list-style-type: none"> <li>• Have the ability to work calmly under pressure and to adapt quickly and effectively to changing circumstances</li> <li>• Problem solving – ability to respond to problems and identify solutions with appropriate support/guidance from more senior colleagues. Aware of when to seek support.</li> <li>• Good communication skills, both verbal and written.</li> <li>• Flexible with effective time management skills</li> <li>• An ability to use own initiative, work independently</li> </ul>		Interview  Interview  Interview Interview Application/interview Interview
<b>4. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Good standard of written and spoken English</li> <li>• Willingness to undertake training and development related to the post</li> </ul>		Application form  Application/interview

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
<b>5. ATTITUDE AND MOTIVATION</b>	<ul style="list-style-type: none"> <li>▪ Calm and patient when dealing with others</li> <li>▪ An ability to work within a team environment and be supportive of the overall team effort.</li> <li>▪ Demonstrates a 'can do' approach, self-motivation, ability to prioritise work and the ability to work autonomously with the support of more senior colleagues where required</li> <li>▪ Ability to travel to work across the Academy's two campus sites</li> </ul>		Interview Interview  Interview  Interview  Application/Interview