

ST AUGUSTINE'S CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

Job Title: Midday Supervisory Assistant – Term time only – Maternity Cover

Hours: 10 hours per week Monday – Friday 11:40am – 1:40pm

Grade: Scale Point HB 1

Employer: The School Governing Board

Responsible to: The Deputy Headteacher

Purpose of the job: To ensure the security, safety and wellbeing, and care of the pupils of the school and to promote their social, emotional and physical development during the lunch time period.

Main Duties and Responsibilities:

- To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and well-being of pupils and the maintenance of good order and discipline.
- To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Deputy Headteacher as appropriate.
- To ensure the safety and wellbeing of children, providing emotional support where necessary.
- To arrange and supervise appropriate play and physical activities under the direction of the Coordinator.
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

Dining Hall

- Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands.
- To organise the dinner queue and ensure calm and orderly entrance of pupils into dining hall and from dining hall to playground:
 - promoting and ensuring good behaviour and a calm atmosphere
 - addressing any misbehaviour that may occur in accordance with the school's behaviour policy
 - addressing issues calmly and politely and in doing so being a role model to the children
 - Report, as appropriate, incidents to the Deputy Headteacher
- To encourage all pupils to eat their lunch using appropriate table manners
- Assist children with cutting up food, opening tubs, and pouring water etc. where appropriate the needs of the child.
- To encourage social skills and good table manners, ensuring safety with knives and forks.
- To clean up spillages of food and to organise clearing cutlery and crockery off tables.

Playground

- Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
- To supervise and control entrance and exit by pupils during the lunch break to school premises and
- Ensure calm orderly conduct in accordance with the school's high expectations.
- To check on any strangers who may enter the school grounds and report any concerns to the Deputy Headteacher.
- . To ensure that pupils who leave the school site have permission to do so.

School Premises

- To supervise pupils and promote good behaviour on the school premises
- To ensure that, when classrooms are used during the Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon lessons
- To check toilet areas regularly to ensure that they are clean and being used appropriately, reporting any problems to the caretaker/ Deputy Headteacher
- To take part in training appropriate to the job of midday supervisor.
- To take part in any appraisal arrangement made by the school.
- To undertake any other duties consistent with the purpose of the job.

This document is signed as having been negotiated, agreed and seen by the person concerned and the Headteacher.