

Job Description: Midday Supervisory Assistant

1. PURPOSE OF THE ROLE

- To be responsible to the Headteacher, through the line manager, or other designated person, for the supervision of students during the midday break.
- To follow the school's behaviour management policies and procedures when supervising areas of the school during lunchtimes.

2. KEY RESPONSIBILITIES AND TASKS

- To be responsible for the supervision of students in all areas of the school during the midday break maintaining discipline and creating a positive atmosphere.
- To deal with accidents and incidents, reporting serious concerns to the Senior Management Team promptly.
- Supervise students during their meal, in the playground, classrooms, corridors, cloakrooms, toilets and escort students between premises where necessary. Where applicable, may also be required to prepare rooms for dining, including setting out tables and chairs or desks covers, as appropriate.
- Distribute meals and serve water where required. Clear tables and collect rubbish, wash and stack away tables, chairs, water jugs and covers and clean dining area as required.

3. MANAGEMENT OF PEOPLE

- Not applicable.

4. CREATIVITY AND INNOVATION

- Work carried out within procedures presenting little opportunity for creativity only within the clearly defined role, e.g. a query from a student. Queries of a complex nature may be referred to a line manager.

5. CONTACTS AND RELATIONSHIPS

- The postholder will have contact with Headteacher, school employees and students. There may be occasional contact with visitors to the school.

6. DECISIONS

- a) Discretion: working within clearly defined procedures, generally discretion is made within a range of set alternatives.
- b) Consequences: child centred and impacts on activities during lunchtime period.

7. RESOURCES

- Little or no responsibility for physical resources.

8. WORK ENVIRONMENT

- a) Work Demands: interruptions are intrinsic to the role but cause no major change to the overall task.
- b) Physical Demands: possibly moving handling furniture, assisting students to get lunch, cutlery and plates.
- c) Working Conditions: subject to a moderate amount of noise that is generally expected when working with a number of children. Carry out personal care and hygiene duties. Work in normal school environment sometimes in school grounds.
- d) Work Context: the postholder may have limited exposure to abuse/aggression from students, parents and carers.

9. KNOWLEDGE AND SKILLS

- No formal qualifications required. Demonstrable experience of appropriate interaction with children.

10. GENERAL:

Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Trust.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities - The postholder is required to carry out the duties in accordance with Trust's Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

All staff have a responsibility to safeguard and promote the welfare of children and young people.

Requirements for the post:

Qualifications/Training	Essential	Desirable
First Aid training		✓

Knowledge	Essential	Desirable
Ability to relate to students, empathy and sensitivity to student needs.	✓	
Knowledge of safeguarding of children		✓
Ability to resolve conflict	✓	

Experience	Essential	Desirable
Experience of working with students in a similar setting.		✓

Competencies	Essential	Desirable
Ability to follow school procedures regarding reporting and recording behaviour incidents.	✓	
Good communication skills	✓	
Flexible approach.	✓	
Good sense of humour	✓	
Committed to safeguarding children	✓	