



**THE VINEYARD SCHOOL
JOB DESCRIPTION**

DEPARTMENT: Education

JOB TITLE: School Midday Supervisory Assistant

HOURS PER WEEK: 8.75

SALARY: Grade 1B/1C, scale point 2-3

JOB PURPOSE: To supervise children during the midday break, ensuring that children behave appropriately and safely in the playground.

RESPONSIBLE TO: The Headteacher

Under the direction of the Headteacher:

The SMSA will:

- take charge of groups of children in the playground or the classroom, depending on the weather;
- devise and initiate constructive play opportunities for children when required;
- ensure that children remain within a safe environment, and that they play safely;
- set suitable behaviour standards in line with school policy;
- help children acquire social skills;
- attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary;
- attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance;
- report to the Senior Midday Supervisor any acts that constitute serious infringements of school rules;
- liaise effectively and professionally with staff, teachers and parents, as required
- attend training, as required including first aid.
- ensure that pupils wash their hands before they eat;
- escort pupils to and from the dining area, as necessary;
- ensure that pupils having a school lunch are in the dining hall at the correct time;
- help younger pupils at the servery counter with the proper use of cutlery, and help them cut up their food when necessary;

- assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished;
- supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use;
- report to the Senior Midday Supervisor any child whose diet may give rise for concern;

NB: This job description contains the most important duties and tasks regarding the job to be done. It is not an exhaustive list.

Person Specification

	Essential	Desirable
Qualifications	None required	Good general standard of education
Experience	Experience of supervising children as a parent or carer	Previous experience of working with children in a caring or educational environment
Skills, knowledge and aptitude	<ul style="list-style-type: none"> • Empathy with the needs of children • Ability to work as part of a team and use own initiative when appropriate • Ability to inspire trust and confidence in children • Ability to encourage high standards of pupil behaviour at all times • Respect confidential information • Initiate games and activities appropriate to the age of the children • Ability to remain calm in a crisis 	Knowledge of: <ul style="list-style-type: none"> • Child development and social interaction • The value of constructive play
Physical	Ability to undertake all physical aspects of the post	
Other	Willingness to undertake first aid training	