

Salary:	NJC Pay Scale, Grade C
Responsible to:	
Date of Job Description:	April 2022

Purpose of the Role:

To work as part of a team monitoring pupils' behaviour during the midday break.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key duties:

1. Supervise midday assistants
2. Plan and organise supervision of pupils during the midday break
3. Oversee the supervision of activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break
4. Report incidents/complex problems in line with school policy
5. Ensure adequate first aid treatment is available during the midday break
6. Communicate with pupils and encourage them to select and eat healthy balanced meals
7. Oversee and participate in dining arrangements this includes the cleaning up of spillages of food or liquid during meal service and wiping down of tables and clean dining areas between meals
8. Maintain confidentiality and adhere to safeguarding procedures

Individuals in this role may also:

1. Undertake playground supervision
2. Set up and run activities for pupils in playground areas.
3. Serve food as and when required
4. Liaise with colleagues on how to meet any individual pupil needs (e.g. SEN).
5. Make decisions regarding the staffing requirements during the midday break

Indicative knowledge, skills and experience

- Knowledge and skills requirements equivalent to those set out in the qualification Supporting the Wider Curriculum in schools, or equivalent experience.
- Requires knowledge of school procedures for supervision of midday meal service and playground activities