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| **POST TITLE: SCHOOL MEALS SUPERVISORY ASSISTANT** |
| **OVERALL PURPOSE OF THE POST** |
| To work under the direction and instruction of appropriate staff, to supervise and guide pupils during lunchtime. This will include supervising pupils in the dinner hall and indoor areas, as well as supervising pupils’ behaviour and leading outdoor games during the academy lunch break. |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| 1. **Support for pupils**
* Supervise pupils on their break / lunchtime
* Attend to pupils personal needs and implement appropriate procedures to deal with social health, physical, hygiene, first-aid, cultural and welfare matters
	+ Establish good relationships with pupils, acting as a role model and responding appropriately to individual needs
	+ To promote good pupil behaviour, providing support for colleagues in dealing promptly with conflict and incidents
	+ To promote the inclusion and acceptance of all pupils
	+ Be aware of child protection and safeguarding information, and report any concerns to a senior member of staff
1. **Support for the Academy**
	* Be aware of and comply with policies and procedures relation to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with the policy.
	* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
	* Support the role of other professionals, establishing constructive relationships and communication
	* Attend and participate in relevant meetings as required.
	* Participate in training and other learning activities and performance development as required.
	* There may be an occasional requirement to attend work outside of the normal working day for which appropriate payment would be made.
2. **General duties and responsibilities**
* Appropriate knowledge of First Aid will be required, for which training will be provided.
* To appropriately maintain the confidentiality of the working environment
* Contribute to and promote the overall ethos/aims of the school.
* Support and maintain a positive working environment between colleagues across the
* To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection and Financial Regulations policies and procedures.
* To ensure duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974.
* To understand and comply with procedures for emergency evacuation

The role may involve working at other locations within the trust. |
| **OTHER** |
| All ACET staff are expected to:* Appropriately maintain the confidentiality of the working environment;
* Promote and support the aims, ethos and vision of the academy/trust;
* To comply with all ACET policies and procedures;
* To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974;
* Work in a flexible manner, undertaking any reasonable duties commensurate with the salary and grade of the post.
* Work in other ACET academies, as required (with travel payment if appropriate).

*The purpose of this job profile is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.* |