

JOB DESCRIPTION

Job title:	MIDDAY SUPERVISORY ASSISTANT		
Trust:	Wimborne Academy Trust		
School:	Merley First	Grade:	Grade 1 (Scale point 1)
Reports to:	Headteacher/ other nominated person		

Main job purpose

To ensure the safety, general welfare and conduct of pupils during the midday break period.

Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas.

Main responsibilities and duties

- a) To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- b) To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- c) To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
- d) To maintain good order in dining areas.
- e) To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
- f) To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- g) To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- h) To assist in the setting up and removal of furniture where necessary.
- i) To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- j) To report any unauthorised visitors on school premises.

- k) To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
- l) Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

No formal qualifications or previous experience is required but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and a sensitivity to pupils' personal needs is important.

Necessary training in food handling may be required.

Supervision and management

The postholder will be expected to work with limited supervision to an established work pattern. There will be support available from the Headteacher (or designated member of staff) and/or other designated member(s) of staff.

Regular meetings will be arranged for briefing and/or feedback on relevant school or individual pupil matters.

Key contacts and relationships

There is a high level of interaction with individual and groups of pupils

To work as a co-operative member of a team of supervisory assistants, liaising as necessary with other school staff.

Decision making

The postholder will be supervising the movement and conduct of pupils and be expected to intervene, as appropriate, to establish safe and proper behaviour.

The nature and level of intervention and the referral of problems to senior staff will depend upon personal judgement within any guidelines and policies issued by the school.

Resources

If personal protective clothing is supplied, it must be worn at all times, as provided, and maintained to an appropriate standard.

Working Environment

There may be some occasions when the postholder will be expected to attend to a pupil with soiled clothing due to sickness or toileting problems.

There will be a need to respond to challenging behaviour of pupils.

The post will also involve some supervisory duties being undertaken on the playground or other external spaces.

Progression in Post (if applicable)

CPD will be available as part of the role.

General and School Responsibilities

- Be familiar with Safeguarding requirements in protecting the welfare of children, and young people. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- Contribute to and support the overall aims and ethos of the Schools and the Trust
- Participate in training and other learning activities as required
- Participate in Performance Management and development as required by the Trust's policies and procedures
- Participate actively and flexibly in a range of school activities
- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Understand and be committed to the Health and Safety Policy and the safety priorities and be aware of their contribution to such priorities
- Be aware of and comply with the health and safety legislation and other requirements that are relevant to the post
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service deliver
- Be familiar with and promote the Equality and Diversity Policy

The above lists are not exhaustive and other duties as required may be added to the job description.

This job description may be amended at any time following negotiation and consultation. It will be reviewed annually as part of the appraisal process.