

Midday Supervisory Assistant

Post: Midday Supervisory Assistant
Scale: C (points 8 to 10)
Responsible to: Senior Site Manager

Job Purpose:

- To ensure the safety and wellbeing of pupils at lunchtimes.
- To work under the general guidance of the Assistant Head Teacher or other designated person-in-charge.
- To be responsible for promoting and safeguarding the welfare of all pupils in school.

Main Responsibilities and Tasks:

- To supervise the pupils at all times during lunchtime, both in the dining hall and other designated eating areas, outside on the playground and inside according to the weather and needs of the school and pupils.
- Assist pupils when queuing and collecting their previously booked meal from the servery.
- Assist with feeding those pupils who require assistance.
- Supervise pupils eating food brought from home as well as school meals, ensuring packed lunch equipment is packed away.
- Supervise toileting and washroom activity, assisting with the toileting needs of pupils where appropriate.
- In the event of any spillages during service, take necessary action immediately to avoid possible accidents.
- Ensure tables are cleared after use and plates, trays, cutlery etc are returned to the designated area.
- Ensure tables are clean and tidy after sitting 1, in preparation for sitting 2.
- Mop the dining hall floor at the end of lunchtime.
- Ensure that pupils are behaving appropriately in line with the school's behaviour policy.
- To engage the pupils and ensure they are active in purposeful and co-operative behaviour throughout the lunchtime period.
- Take reasonable precautions to ensure that pupils do nothing that is likely to injure themselves or others.
- In the event of injuries or sickness, make sure they are dealt with in accordance with the school's policy and reported to the Medical and Welfare team.
- Follow the school's policy and procedures in relation to child protection.
- Value and respect the views and needs of all pupils.
- Ensure you are a strong, positive role model for pupils and other staff.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this job description does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description. The post holder will also be expected to undertake any other duties deemed suitable and commensurate to the pay grade as directed by the Head of School.

Person Specification

	Essential	Desirable
Health	<ul style="list-style-type: none"> • Good general health • High level of energy and stamina 	
Qualifications and Experience	<ul style="list-style-type: none"> • Literacy skills to understand school policies and complete incident book 	<ul style="list-style-type: none"> • Basic knowledge of First Aid • Experience of working with children with SEN
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to work as part of a team and form good relationships with other colleagues to ensure effective lunchtime supervision • Able to form good relationships with pupils • Ability to maintain confidentiality over matters relating to the school, pupils, staff and parents. • To be able to deal fairly and consistently with pupils • Good communication skills 	<ul style="list-style-type: none"> • Interest in undertaking further job related training
Attitude/Commitment	<ul style="list-style-type: none"> • Support the vision and ethos of the school • Patient, positive and flexible • Passionate about working with children with SEN 	