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 Department of Education No 926/7016
 Headteacher: Colin Wheelhouse

Foundations For Futures

Job Description	
Job Title	Midday Supervisory Assistant
Department	Children's Services
Group	Schools
Location	Harford Manor School, Norwich
GR Number	GR0394
Grade	Scale B
Responsible to	Assistant Headteacher

Role and Context	
Job Purpose	Supervise pupils under the direction of the Assistant Headteacher, to ensure the safety and well-being of pupils and the adherence with school procedures while in play areas, the dining room, classrooms or in transit between schools where appropriate.
Context	Job family: Classroom and Pastoral

Principal Accountabilities (in order of importance)	
<ol style="list-style-type: none"> 1. Supervision of children in all areas of the school, including the dining room, play areas, classroom, as directed by the Assistant Headteacher in order to ensure the safety and good behaviour of the children. 2. Supervision of children during the meal to ensure that a good atmosphere is maintained. Encourage good eating habits and assisting students where necessary. 3. The maintenance of good order at all times to ensure school standards are adhered with. 4. General assistance in the dining area as necessary, e.g. wiping up spillages to ensure a safe and ordered environment is maintained at all times. 5. Supervision of movement of pupils to and from the dining room in order to ensure the safety and well-being of the pupils. 6. Set up and clear away tables in the dining room. 7. Intimate care (i.e. toileting and some nappy changing) 	



Person Specification	
This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.	
Qualifications	N/A
Experience	N/A
Skills/Knowledge Essential	<ul style="list-style-type: none"> ● Empathy with children ● Able to follow directions/instructions Ability to follow procedures and policies ● Able to communicate with children some of whom may be non-verbal and adults. ● Ability to work as a team player ● Flexibility Approachability ● Knowledge of school standards and procedures ● Knowledge of health and safety regulations within a school environment, basic health and safety ● Willingness to undergo training, plus awareness of how to obtain information on children's allergies or asthma, etc. and how to use epi-pens, etc.

General Information
<ul style="list-style-type: none"> ● The job descriptions details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job ● All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. ● Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
<p>Appropriate physical strength and ability to undertake tasks as described.</p> <p>Staff are expected to assist pupils with intimate care, medical needs and moving and handling.</p>