

Role Profile & Person Specification



Job Title:	Midday Supervisory Assistant
Responsible to:	Head of School
Terms and Conditions:	5 hours per week Monday to Friday 12:30pm – 1:30pm

Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

Core Purpose

- To supervise pupils to ensure the safety and well-being of everyone. To adhere with school procedures while in the play areas, the dining areas and the classrooms.

Key Areas of Responsibility

- Supervision of children in all areas of the school, including dining areas, play areas, and classrooms, as directed by either the Education & Pastoral Lead (EPL) or the Head of School in order to ensure the safety and good behaviour of the children.
- Supervision of children during their meal time to ensure that a good atmosphere is maintained.
- Encourage good eating habits and assist children where necessary.
- The maintenance of good order at all times to ensure school standards are adhered to.
- General assistance in the dining areas as necessary, e.g., wiping up spillages, to ensure a safe and ordered environment is maintained.
- Supervision of the movement of children to and from dining areas and classrooms in order to ensure the safety and well-being of all children.
- Clearing and wiping down tables and sweeping the floor in dining areas and any additional cleaning that may be required.
- Ensure relevant teachers are informed if there is a reason to bring a child to their attention (illness, injury or other issues that might need to be communicated).
- To administer first aid (training provided) as and when necessary and complete all relevant records.

We are part of...

WENSUM TRUST

Role Profile & Person Specification

Safeguarding

- Respect confidential issues linked to home/pupils/teachers work and keep confidence as appropriate.
- Keep up to date with school procedures for safeguarding and child protection, reporting any concerns to a designated safeguarding lead.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to academy efficiency, which may lead to improvements in the day-to-day running of the academy.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown but, in consultation with you, may be changed by the CEO or Board of Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none">• Relational• Self-aware• Curious• Accepting• Empathetic• Reflective	

Role Profile & Person Specification

Qualifications		
Experience		<ul style="list-style-type: none">Some experience of working in a similar environment.
Skills/Knowledge	<ul style="list-style-type: none">Empathy with children.Able to exert authority and give directions/instructions in a confident manner.Ability to communicate positively with children and adults.The ability to work as part of a team.The ability to act on own initiative.The ability to remain calm under pressure and diffuse situations when necessary.The willingness to work outside regardless of the weather conditions.	