

Job Description for Midday Supervisory Assistant

Job title:	Midday Supervisory Assistant
Location:	Amwell View School, Station Rd, Stanstead St Margarets, Stanstead Abbots SG12 8EH
Hours:	Monday – Friday 11:00-14:00 (15 hours per week) term time only. Regular overtime is available for classroom support/ cover work.
Salary band:	H1 £23,656.00 (approx. £6,980 pro rata)
Contract type:	Permanent
Reports to:	Senior Leadership Team

This job description is not necessarily a comprehensive definition of the post. The duties and responsibilities listed below describe the post as it is at present, the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

The job description will be updated regularly in line with school's development plan

1. INTRODUCTION

1.1 You are accountable to the Headteacher and the Governing Body through the schools Organisation Chart.

1.2 You are required to maintain the school's ethos in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Headteacher in implementing the Mission Statement ensuring that all learners have all the support they need to help them make the most of these opportunities.

1.3 The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

2. THE ROLE OF A MIDDAY SUPERVISORY ASSISTANT AT AMWELL VIEW SCHOOL

2.1 We are looking for a committed and enthusiastic Midday Supervisory Assistant, with a flexible approach to work and a personable and compassionate attitude to join our school. You will support the education of pupils and students with special educational needs (SEN)

2.2 The principal focus of the job is to prepare the pupils for lunch including personal and basic needs.

2.3 All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice

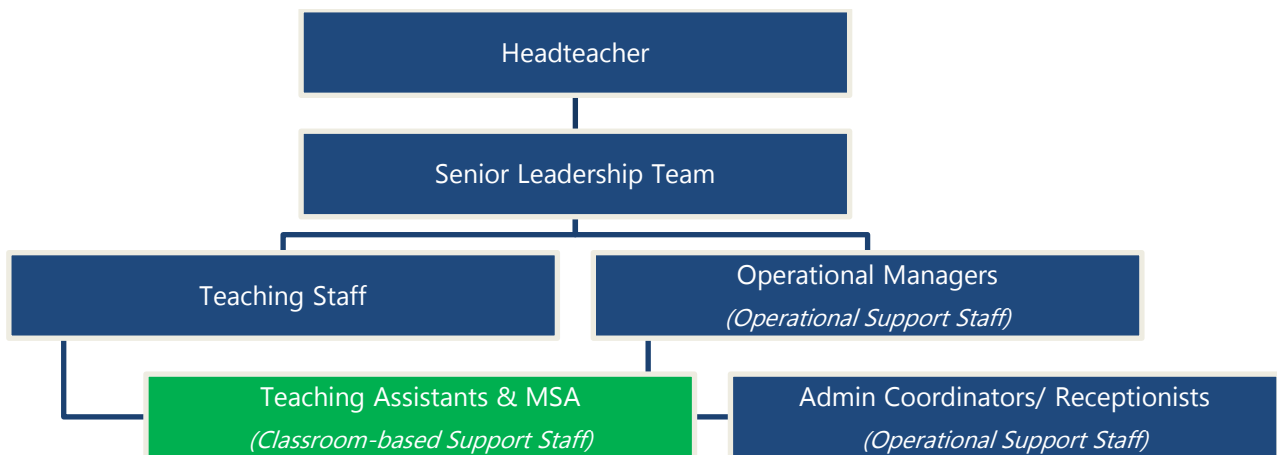
3. KEY AREAS OF RESPONSIBILITY

3.1 Duties:

- Prepare the dining areas including laying out tables and chairs for lunch
- Supervise pupils when they are dining, ensuring they all have either a cooked or packed lunch.

- Interacting with pupils at playtime and meeting their personal needs over the lunchtime period to ensure they remain happy and calm ready for the afternoon lessons.
- Clear up the dining spaces after lunch including when students have lunch in classrooms as not all classes use the dining room.
- Setting out and storing equipment
- Undertake playground supervision ensuring a safe and happy play environment
- Report any incidences in line with school policy

4. ORGANISATION CHART



5. ACCOUNTABILITIES

5.1 The jobholder is managed by a member of the School's Senior Management Team.

5.2 The jobholder works under the day-to-day direction and supervision of a member of the School's Senior Management Team

5.3 You are required to:

- Undertake all reasonable precautions to safeguard the health and safety of pupils and staff at all times.
- Ensure that all pupils are treated fairly, consistently and with respect, that opportunities for reinforcing positive self-images are sought, that gender and race discrimination are actively discouraged.
- Encourage an environment and ethos which underpins and enhances pupils learning.
- Take active responsibility for formulating fair and consistent standards of discipline and follow up concerns according to the school's procedures.

6. EQUALITIES

6.1 Be aware of and support differences and ensure that the school's equalities and diversity policies are followed.

7. HEALTH AND SAFETY

7.1 Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

7.2 The job may require lifting children whose mobility is restricted. Appropriate training will be provided, if necessary.

7.3 The job may include clearing up blood and other bodily fluids of children.

8. DISCLOSURE & BARRING SERVICE

8.1 This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

9. SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

9.1 You will ensure that child protection and the safeguarding of students are always given the highest priority.

9.2 Amwell View School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

Person Specification - Midday Supervisory Assistant

Essential	Desirable
Qualifications:	
High standard of written and oral communication An understanding of working with children with PMLD and SLD Able to provide all aspects of personal care for children	Experience of working in a similar educational environment First Aid
Personal Attributes:	
Genuine passion and a belief in the potential of every pupil Understands of the needs of children Ability to work in a team Self-motivated and reliable Ability to communicate effectively and relate well to others Effective time management and organisational skills Commitment to inclusion, equity and the safeguarding and welfare of all pupils Demonstrate excellent attendance, punctuality and professional appearance	