

## **Job Details**

**Job title:** Midday Supervisory Assistant

**Base Setting:**

**Salary:**

**Hours:**

**Contract type:**

**Reporting to:**

## **Main purpose**

To supervise pupils during the lunchtime period and ensure that any pupil problems are resolved or referred to an appropriate level of management. As part of this role, the postholder will look at every aspect of school life through a safeguarding lens, including full compliance with Keeping Children Safe in Education.

## **Duties and Responsibilities**

- Nurture and be empathetic towards all pupils
- Supervise children whilst they are eating their lunch and assist any pupils who require help whilst eating their lunch e.g. cutting up food, opening packets.
- Ensure the lunch hall is kept clean and tidy by cleaning up waste food and spillages.
- Basic cleaning duties.
- Supervise children disposing of waste foodstuffs.
- Supervision of pupils, including the orderly movement around the school and in the playground, during the lunch time break
- Manage pupil behaviour so that good order is maintained and to ensure pupils health, safety and welfare.
- Promote 'positive play' so that lunch time activities are productive and stimulating.
- Make sure that pupils maintain good hygiene standards by washing hands after visiting the toilet.
- Assist pupils with person hygiene when accidents happen.
- Attend to basic first aid issues.
  - Monitor pupils that aren't engaging in play and feedback any concerns to class teachers
  - Awareness of pupils' medical needs and allergies to ensure their safeguarding.
- Report any significant behavioural incidents to a senior member of staff.

- Act professionally when dealing with confidential matters.
- Support pupils who have difficulty undertaking basic skills such as doing up shoe laces and coats.
- Comply with the policies and procedures of the school and Trust.
- Undertake professional training when requested to develop personal skills
- To carry out any other reasonable duties as requested the Senior Leadership Team of the school

#### Other areas of responsibility

##### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

##### Health, safety and discipline

##### Promote the safety and wellbeing of pupils

- Maintain good order and discipline among pupils, managing behaviour effectively and in accordance with the school's policy, to ensure a good and safe learning environment

##### Professional development

##### Take part in the school's appraisal procedures

Take part in further training and development in order to improve own practice, including participation in events at other Inspire Learning Partnership schools

##### Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Inspire Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.

Person specification

Criteria	Qualities
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Experience of working or volunteering with children</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• First aid training (or willingness to complete it)</li> <li>• Experience of implementing positive play initiatives (desirable)</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Empathetic approach to working with children</li> <li>• Flexible and adaptable</li> <li>• Reliability and punctuality</li> <li>• Professionally discrete and able to respect confidentiality on particular issues</li> <li>• Team Worker</li> <li>• Able to work under pressure and own initiative</li> <li>• Commitment to safeguarding, equality, diversity and inclusion</li> </ul>

Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** November 2025

**Next review date:** November 2026

**Principal/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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