Role Profile and Person Specification

Job Title:	Midday Supervisory Assistant
Responsible to:	Head of School
Grade:	Scale C 3
Terms and Conditions:	Hours of Work 7 ½ Hours per week (Monday - Friday 11:35am– 1.05pm)

Overall Responsibility

Supervise pupils under the direction of the Education and Pastoral Lead and Head of School 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.

Duties

● Supervision of children in all areas of the school, including the dining room, play areas, classroom – as directed by the Headteacher or Deputy Headteacher in order to ensure the safety and good behaviour of the children.
● Supervision of children during the meal to ensure that a good atmosphere is maintained.
● Encourage good eating habits and assisting younger children where necessary.
● The maintenance of good order at all times to ensure school standards are adhered with.
● General assistance in the dining area/packed lunch area as necessary, e.g. wiping up spillages to ensure a safe and ordered environment is maintained at all times.
● Supervision of movement of pupils to and from dining room/classroom in order to ensure the safety and well-being of the pupils.
● Set up and clear away tables in dining room.
● Ensure relevant teachers are informed if a there is a reason to bring a child to their attention (illness, injury or other issues that might need to be communicated).

Safeguarding

● Respecting confidential issues linked to home/students/teachers/college work and to keep confidence as appropriate.
● To keep up to date with the School procedures for safeguarding and child protection, reporting any concerns to senior designated person.

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.
● Cooperate 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 school efficiency, which may lead to improvements in the day-to-day running of the school. ● Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

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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 the Headteacher to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This role profile is current at the date shown, but following consultation with you, may be changed by the Head of School to reflect or anticipate changes in the job which are commensurate with the salary and job title.

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Person Specification		
This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.		
Area	**Essential**	**Desirable**
Experience & Qualification		• Some experience of working in a similar environment. • Experience of working with infant aged children • First Aid certificate
Skills, knowledge and aptitudes	● Empathy with children ● Able to exert authority and give directions/instruction in a confident manner ● Able to communicate positively with children and adults ● Knowledge of school standards and procedures ● Knowledge of health and safety regulations within a school environment ● Flexibility ● Approachability ● Shows a personal commitment to safeguarding and promoting the welfare and rights of young People ● Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances	
Physical and environmental conditions	● Cleaning up children/premises after they have been sick or toileting accidents and following relevant school safeguarding procedures. ● Occasionally required to be outside in inclement weather.	
Other	● The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.	