

## Woodlands Secondary School

'Empowering young people to become successful adults'



### JOB DESCRIPTION – Midday Supervisory Assistant

**RESPONSIBLE TO:** Headteacher

**GRADE:** L1A

**PURPOSE OF POST:** Under the supervision of class teacher and regular class staff, provide general supervision of students during the midday break, ensuring their safety, welfare and proper conduct by following established school procedures and individual student care plans.

The post holder works as part of a team and does not have responsibility for planning, decision-making, supervision of staff, or independent judgement beyond established guidelines.

**ORGANISATION CHART:**

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graph TD;
    HT[Head Teacher] --> DL[Department Leader];
    DL --> CT[Class teacher];
    CT --> MSA[Midday Supervisory Assistant];
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Head Teacher  
|  
Department Leader  
|  
Class teacher  
|  
**Midday Supervisory Assistant**

#### PRINCIPAL RESPONSIBILITIES:

1. Supervise students immediately before, during and after the midday break in classrooms, dining areas and outdoor spaces, following school procedures.
2. Promote safe and appropriate behaviour in line with the school behaviour policy and refer any concerns or incidents to a teacher or senior member of staff.
3. Support students with toileting and personal hygiene needs, strictly in accordance with agreed care plans and the direction of classroom staff. This will involve supporting both male and female students with personal care.
4. Assist with the moving and handling of students, working alongside other trained staff and using agreed equipment in accordance with training and written risk assessments.
5. Support students with eating and drinking in line with individual feeding plans and instructions provided by teaching or medical staff. The role does not involve assessing or altering feeding plans.
6. Encourage independence in eating, hygiene and play activities where appropriate, following staff guidance.
7. Help maintain a clean and safe environment during the lunch period, including clearing spillages and cleaning surfaces in accordance with hygiene guidance.

8. In the event of illness, distress or minor accidents, provide basic first response in line with training and immediately report to a qualified first aider or senior member of staff. The post holder does not make medical decisions or administer medication independently.
9. Support pupils to be appropriately dressed for outdoor activities and supervise play in designated areas.
- 10 Attend mandatory training, including safeguarding and moving and handling, and follow all school policies and procedures.
- 11 You may be directed by the Head Teacher to work on either site depending on operational requirements of the school.

#### **DIMENSIONS:**

**Supervisory Management:** None

**Financial Resources:** None

**Physical Resources:** Classroom Materials, equipment and resources

**Other:**

#### **CONTEXT:**

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. They are required to support and follow all relevant school policies including those for behaviour and child protection. This will mean focussing on the needs of colleagues, parents and students and being flexible in a busy pressurised environment. They should be involved in promoting the acceptance and integration of students with special educational needs. They might also be involved assisting students for whom English is an additional language

**Physical Effort:** The job is likely to involve some hoisting of children and moving of equipment. Training will be provided where necessary.

**Working Environment:** There could be a requirement to deal with vomit and bodily fluids when children are unwell. Staff are required to support students with personal care. All staff work in teams and will be supported by colleagues when undertaking administration of medication or personal care for students.

***The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

**It is an offence to apply for a role working in regulated activity if you are barred from working with children.**

**Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**

***A CV alone will not provide adequate information and will not be accepted for any posts based in schools. Candidates are required to explain how they meet the essential criteria in full by completion of the application form.***

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work,

in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

## Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

<b>Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.</b>				
<b>Attributes</b>	<b>Essential</b>	<b>How Measured</b>	<b>Desirable</b>	<b>How Measured</b>
<b>Experience</b>	1. Experience of working with children or young people.	1,2	2. Experience of working with people with special educational needs.	1,2
<b>Skills/Abilities</b>	3. Able to follow verbal and written instructions.	1,2	7. Some experience of performing basic food hygiene and cleaning skills	1,2
	4. Able to communicate clearly and calmly with children and adults.	1,2		
	5. Able to work effectively as part of a team.	1,2	8. Basic first aid training	1,2
	6. Able to maintain a clean and safe environment.	1,2		
<b>Equality Issues</b>	9. Able to follow policies in relation to equality and discrimination and report any concerns.	1,2		
<b>Specialist Knowledge</b>	10. Willing to undertake required training.	1,2		
<b>Education and Training</b>	11. Understand the need to safeguard and promote the welfare of children.	1,2		
<b>Other Requirements</b>	12. Sufficient spoken and written English to understand instructions, complete basic records and follow safeguarding procedures.	1,2		

(1 = Application Form   2 = Interview   3 = Test   4 = Proof of Qualification   5 = Practical Exercise )