

# Role Profile & Person Specification



<b>Job Title:</b>	Midday Supervisory Assistant
<b>Responsible to:</b>	Headteacher/ Deputy Headteacher
<b>Terms and Conditions:</b>	Hours of Work - 5.5 Hours per week Monday - Thursday: 12:30 – 13:35 Friday: 12:30 - 13:40

## 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

Supervise pupils under the direction of the Headteacher/Deputy Headteacher/Senior Midday Supervisor, to ensure the safety and well-being of pupils and the adherence with school procedures while in play areas, the dining area and classrooms.

## Key Areas of Responsibility

- Supervision of children in all areas of the school, including the dining area, play areas, classroom – as directed by either the Senior Midday Supervisor or the Headteacher/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 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 area/classroom in order to ensure the safety and well-being of the pupils.
  - Clearing and wiping down tables in dining area and additional cleaning that may be required for Covid-19
- 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).

We are part of...

**WENSUM TRUST**

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## Safeguarding

- Respecting confidential issues linked to home/students/teachers 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.
- 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"><li>● Relational</li><li>● Self-aware</li><li>● Curious</li><li>● Accepting</li><li>● Empathetic</li><li>● Reflective</li></ul>	
Qualifications		

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<p><b>Experience</b></p>		<ul style="list-style-type: none"> <li>• Previous experience of working with children, either in a paid or unpaid capacity in an educational setting.</li> </ul>
<p><b>Skills/Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Empathy with children</li> <li>• Able to exert authority and give directions/instruction in a confident manner</li> <li>• Able to communicate positively with children and adults</li> <li>• Knowledge of school standards and procedures</li> <li>• Knowledge of health and safety regulations within a school environment</li> <li>• Flexibility</li> <li>• Approachability</li> <li>• Shows a personal commitment to safeguarding and promoting the welfare and rights of young People</li> <li>• Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge &amp; understanding of the school's Child Protection and Health and Safety Policy.</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.</li> <li>• Cleaning up children/premises following relevant school safeguarding procedures.</li> <li>• Required to be outside in inclement weather.</li> </ul>	