

# Job Description and Person Specification



| Job details               |  |  |   |
|---------------------------|--|--|---|
| <b>Job title</b>          | <b>Midday Supervisor Assistant</b>                               |  |   |
| <b>School</b>             | Nelson Infant School   |  |   |
| <b>Location</b>           | Northumberland Street, Norwich, NR2 4EH                          |  |   |
| <b>Hours per week</b>     | 7.55 hours per week<br>11.35am – 1.15pm<br>Monday - Friday       | <b>Weeks per annum and contract term</b> | 39 weeks per year<br>Fixed term until 18 <sup>th</sup> Dec 2026 |
| <b>Grade &amp; Salary</b> | A2 (£24,413 Full Time Equivalent) - Salary paid pro-rata monthly |  |   |
| <b>Responsible to</b>     | The Headteacher  |  |   |
| <b>Responsible for</b>    | N/A  |  |   |
| <b>Effective date</b>     | ASAP   |  |   |

| Purpose of the Role  |
|--|
| <p>As a Midday Supervisor Assistant, you are responsible for ensuring the safety, welfare, and appropriate conduct of pupils during the lunchtime period. This includes supervision in classrooms, the dining room, playground, and while pupils are moving between areas.</p> <p>The role involves preparing the dining room for school lunches, assisting pupils during mealtimes, and clearing away afterwards to maintain a clean and orderly environment.</p> <p>You will support pupils by encouraging positive behaviour, promoting respectful interactions, and helping to resolve minor conflicts. A key part of the role is fostering inclusive play and encouraging children to engage with one another in a friendly and cooperative manner, helping to build social skills and a sense of community.</p> <p>You will also provide basic first aid when needed and communicate effectively with teaching staff to report any concerns or incidents, always adhering to the school's safeguarding and health and safety policies.</p> |

| Job Description – Main Duties and Responsibilities  |
|---|
| <ul style="list-style-type: none"> <li>• Communicate effectively with all staff and pupils promoting professional and respectful relationships</li> <li>• Work as part of a team to ensure that the school lunch breaks start and finish on time.</li> <li>• Supervise pupils whilst they eat lunch and either on the playground or inside the school during inclement weather</li> <li>• Ensure that pupils have either a school or home prepared lunch and supervise the pupils over the lunch period</li> <li>• Encourage children to eat healthily, develop good eating habits and promote positive interactions</li> <li>• Support children whilst in the dining hall, reinforcing the proper use of cutlery and assisting younger pupils as required</li> <li>• Clear up the dining room during and after the lunch break including clearing any food and wrapping left on tables, sweeping the floor and wiping the tables and chairs</li> </ul> |

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- Monitor pupils and ensure no child is in the building unsupervised
- Ensure children remain within a safe environment and are able to play safely
- Actively encourage pupils to cooperate and play together
- To lead play in the playground or during 'wet lunchtime' by initiating and leading games with the children and encouraging cooperative behaviour
- Set suitable and positive behaviour standards in line with the school behaviour policy
- To manage behaviour issues in a calm and positive manner and implement the rewards and sanctions systems in line with school policy
- Assist in dealing with playground incidents in accordance with the school behaviour policy, communicating details to the Class Teacher or Senior MSA as appropriate
- Carry out basic first aid as required. For more serious cases, ensure that one of the named First Aiders is called and the Senior MSA or senior member of staff is informed
- Ensure that all incidents requiring first aid are communicated and recorded appropriately and in line with school's procedures and policies
- Report any concerns, details of incidents and accidents immediately to the Senior MSA and/or the Class Teacher as appropriate

## **Safeguarding and Health and safety**

- Evolution Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Therefore, we will conduct pre-employment checks, including a social media search. This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations, and a successful applicant would be required to complete a declaration form to establish whether they are disqualified under these regulations. An enhanced DBS check will be required
- Promote the safety and wellbeing of pupils, and help to safeguard pupils by keeping up to date with relevant safeguarding guidance and practice, including Keeping Children Safe in Education and Working Together to Safeguard Children
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion
- Respond appropriately to safeguarding and child protection concerns, following school procedures and reporting promptly to the DSL
- Adhere to all health & safety regulations and requirements, taking necessary action to ensure a safe working and learning environments for all children, colleagues and visitors
- Promote a culture of vigilance and openness where pupils and staff feel safe and confident to raise concerns

## **Professional Development**

- Keep own knowledge and understanding relevant and up to date by reflecting on own practice, liaising with manager to identify relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role
- Take part in the school's appraisal procedures
- Follow all Trust and School policies, including the staff code of conduct

## **Supporting the work of our Trust**

- Support our vision, mission and values, as well as our principled ways of working
- Be a professional role model, promoting the aims of our Trust whilst also providing a critical and supportive lens
- Develop and maintain strong working relationships with EAT colleagues and contribute to collaborative working across schools

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- Attend and engage in regular professional training, seek support from other leaders and share best practice across our EAT community
- Contribute to our 'One Trust' approach, seeking further opportunities to celebrate the work of our staff teams

| Person Specification  |   |
|---|---|
| Essential   | Desirable   |
| <b>Qualifications</b>   |   |
| <ul style="list-style-type: none"> <li>• Basic literacy and numeracy skills</li> </ul>  | <ul style="list-style-type: none"> <li>• NVQ level 2 in Supporting Teaching and Learning</li> <li>• First Aid Certificate</li> </ul>  |
| <b>Experience</b>   |   |
| <ul style="list-style-type: none"> <li>• Experience working with children in a school or similar setting</li> <li>• Experience managing groups of children in a supervisory capacity</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience supporting children with additional needs</li> <li>• Experience working in a team within an educational environment</li> </ul>                      |
| <b>Skills/knowledge</b>   |   |
| <ul style="list-style-type: none"> <li>• Ability to communicate effectively with children and adults</li> <li>• Understanding of basic health and safety and safeguarding procedures</li> <li>• Ability to manage behaviour positively and consistently</li> <li>• Ability to work independently and as part of a team</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of child development and behaviour management strategies</li> <li>• Awareness of inclusive practices and promoting equality and diversity</li> </ul> |
| <b>Personal Qualities</b>   |   |
| <ul style="list-style-type: none"> <li>• Willingness to undertake relevant training (e.g. safeguarding, first aid)</li> <li>• Knowledge of child development and behaviour management strategies</li> <li>• Awareness of inclusive practices and promoting equality and diversity</li> </ul>                                      | <ul style="list-style-type: none"> <li>• Flexible and adaptable to changing situations</li> <li>• Proactive in engaging children in positive play and social interaction</li> </ul>                     |

| General information  |
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| <ul style="list-style-type: none"> <li>• This job description details the main outcomes required and will only be updated to reflect <b>major changes</b> that impact on the outcomes of the job. It may be amended at any time in consultation with the postholder</li> <li>• All work performed/duties undertaken must be carried out in accordance with relevant, Trust and Local Authority policies and procedures, within legislation, and with regard to the needs of our stakeholders and the diverse community we serve</li> <li>• Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. This Job Description is not an exhaustive list</li> </ul> |

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|                           |  |                        |  |
|---------------------------|--|------------------------|--|
| <b>Signed: Job Holder</b> |  | <b>Signed Manager:</b> |  |
| <b>Print Name:</b>        |  | <b>Print Name:</b>     |  |
| <b>Date:</b>              |  | <b>Date:</b>           |  |