

## **JOB DESCRIPTION**

**TITLE:** Midday Supervisory Assistant

**SCHOOL:** **Bushmead Primary School**

**RESPONSIBLE TO:** Senior Midday Supervisory Assistant

**GRADE:** L1A

**PURPOSE OF POST:** Responsible to the Senior Midday Supervisory Assistant, and under the general direction of the Headteacher, during the midday break, ensure the safety and general welfare and proper conduct of the pupils during this period.

**ORGANISATION CHART:**

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graph TD; Headteacher[Headteacher] --- SeniorSupervisor[Senior Midday Supervisor]; SeniorSupervisor --- MSA[Midday Supervisory Assistant]
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**PRINCIPAL RESPONSIBILITIES:**

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1. Supervise pupils immediately before, during and after the midday break. This includes pupils who have a school meal as well as pupils who bring their own food.
2. Assist pupils as required with toileting and personal hygiene (under the general direction of the Senior Midday Supervisor).
3. Assist with the lifting and handling of non-ambulant pupils in conjunction with other staff members, making use of mechanical aids as necessary.
4. Encourage and assist pupils in eating, cutting up food, providing guidance on the proper use of cutlery. Assist with the clearance of spillages as necessary.
5. Assist pupils in carrying/transporting trays to the tables and returning crockery to the food counter.
6. In the event of a pupil becoming ill, distressed, or experiencing an accident, provide initial aid and summon qualified assistance.
7. Wipe/wash pupils after meals and wash aprons, plastic bibs etc. as necessary.
8. Dress pupils for outside play activities and supervise pupils in the playground.

**DIMENSIONS:**

**Supervisory Management:** None.

**Financial Resources:** None.

**Physical Resources:** None.

**Other:** Responsible for the safety and conduct for a specified number of pupils

**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. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

**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.**

**Physical Effort:** Required to lift and handle pupils and their walking aids (walking frames, buggies etc.)

**Working Environment:** May be required to help clear up vomit, food spillages and assist with toileting on a daily basis.

## 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>	Demonstrable experience of working with children or young people. Some experience of performing basic cleaning	1,2 1,2	Some experience of working with people with special educational needs.	1,2
<b>Skills/Abilities</b>	Able to encourage, coach and support children with special educational needs. Able to follow guidelines and procedures. Able to work effectively as part of a team. Able to work on own initiative.	1,2 1,2 1,2 1,2		
<b>Equality Issues</b>	Able to recognise and act on discrimination.	1,2		
<b>Specialist Knowledge</b>	Able to demonstrate an empathy with and understanding of needs of pupils with special educational needs.	1,2		
<b>Education and Training</b>				
<b>Other Requirements</b>				

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

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) and General Data Protection Regulation (2018)