

Job Profile

Job Title: Midday Supervisory Assistant

Please identify the main purpose of your job:

To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils.

What are the main responsibilities of your job?

Main Duties and responsibilities	Percentage of Time
Supervision of pupils immediately before, during and after the midday meal, in the dining area and playground.	
Supervision of hand washing.	
To assist pupils e.g., carrying trays, cutting up food.	

1. Knowledge

What kinds of knowledge do you need in order to perform your job competently?

Type of knowledge	What knowledge and why do you need it?	Source of knowledge
Literacy	Basic standard	Not applicable
Numeracy	Basic standard	Not applicable
Procedural	School procedures including Behaviour Management and dining area/playground routines	Not applicable
Equipment	Not applicable.	Not applicable
Administrative systems	Not applicable.	Not applicable
Organisational	School hierarchy.	Not applicable
Specialist	First Aid. Awareness of individual pupil needs (e.g., allergies).	Not applicable
Other languages/cultures	Awareness of diversity.	Not applicable
Other (please specify)	Not applicable.	Not applicable

2. Mental Skills

2.1. Please give examples of two decisions you make on a regular basis

- When to intervene in incidents.
- When to assist pupils with eating.

2.2. What is the most important or difficult decision/recommendation you make? How often do you expect to take a decision or solve a problem of this type?

- When to refer an incident of poor pupil behaviour to a teacher.

2.3. Describe the kinds of problems you solve regularly.

- Finding lost lunchboxes, dealing with spillages.

2.4. Give examples of any creative and developmental skills required.

- Organising games.

2.5. If your job requires forward planning, give examples of how you plan or organise activities/projects.

Not applicable

2.6. Other

Not applicable

3. Interpersonal and Communication Skills

3.1. What interpersonal and communication skills are required to perform your job competently?

Type of Skill	Purpose or Nature of Skills and How Used
Caring	Empathy with children, compassion and "mothering" skills; recognition of any special needs.
Training	n/a
Team-working	Ability to work as member of a team.
Motivational or team leading	n/a
Advising and guiding	Guiding pupils in appropriate behaviour.
Persuading, Influencing, Negotiating	n/a
Advocacy	n/a
Conciliation	Between pupils when an incident occurs.
Counselling	n/a
Oral (spoken) communication	Basic ability in order to communicate with pupils and colleagues.
Written communication	n/a
Presentation	n/a
Other language or communication	n/a

4. Physical Skills

4.1. List any tasks which require particular co-ordination, precision and/or speed

Task	Skill Required
Not applicable.	Not applicable.

4.2. Are driving skills required?

No.

5. Initiative and Independence

5.1. How are you managed?

Supervised by SSA on a daily basis and line managed by Headteacher.

5.2. To what extent is your job guided by instruction/procedures/policies or precedents?

To some extent but often have to react with circumstances.

5.3. What level of control do you have over workload and priority of work?

None over workload, some minor control over priority.

5.4. Give an example of a decision which can be made without reference to a manager

Whether to assist a child with their meal.

5.5. Give an example of a decision that would need to be referred to a supervisor or manager

Behaviour management escalation.

6. Physical Demands

6.1. Please give details of any physical demands involved in your job

Demand	Reason	Duration	Frequency
Lifting.	May need to lift an upset or hurt child	Not applicable.	Not applicable.

6.2. If lifting, do you have help from anyone else?

Not applicable.

6.3. Do you use a mechanical aid (e.g., a sack barrow)?

Not applicable.

7. Mental Demands

7.1. Detail if your job requires you to use your senses more than usual

Activity	Supervision of pupils.
Reason	Need to be alert at all times when supervising pupils.
Duration	Constant
Frequency	Constant

7.2. Detail the level of concentration required to perform your job competently

Activity	General alertness at all times.
Reason	To ensure Health & Safety of pupils.
Duration	Not applicable.
Frequency	Not applicable.

7.3. Are there any work-related pressures?

Activity	Time pressures.
Reason	To ensure meals completed on time and pupils ready for next session.
Duration	Not applicable.
Frequency	Not applicable.

Activity	Conflicting demands.
Reason	May need to respond to several simultaneous incidents.
Duration	Not applicable.
Frequency	Not applicable.

7.4. Detail any other type of mental demand

Activity	Emergency incidents.
Reason	Accidents to pupils etc.
Duration	Not applicable
Frequency	Not applicable

8. Emotional Demands

8.1. Give details if your job brings you into contact / work with other people (other than your immediate work colleagues) whose circumstances or behaviour causes you emotional stress.

People involved	Pupils.
Cause	Aggression, poor behaviour etc.
Impact	Low/medium level.
Frequency	Fairly regular.

9. Responsibility for People

9.1. Do you have any direct impact on the physical/ mental/ social/ economic or environmental wellbeing of people (other than those directly supervised or managed by you)?

Task, Duty or Responsibility	Supervision of pupils.
Who is affected?	Pupils.
How are they affected?	Physical/mental/social wellbeing.

9.2. Do you implement or enforce any statutory regulations which have a direct impact on health, safety, or wellbeing of people?

Regulation	Not applicable.
Impact on	Not applicable.
Nature of impact	Not applicable.

9.3. Do you develop policies or provide advice, guidance, or interpretation of procedures or regulations which impact on the wellbeing of people?

Regulation	Not applicable.
Impact on	Not applicable.
Nature of impact	Not applicable.

9.4. Do you have any other responsibilities for people?

Responsibility	Not applicable.
Who is affected?	Not applicable.
How are they affected?	Not applicable.

10. Responsibility for Supervision, Direction or Co-ordination of Employees

10.1. Does your job involve training or demonstrating your work to other employees?

What training or demonstrating	Who	Frequency
Not applicable.	Not applicable.	Not applicable.

10.2. Do you supervise or manage any employees/ trainees?

Nature of supervision or management	Number of employees or trainees
Not applicable.	Not applicable.

10.3. Do you develop policies or provide advice, guidance or interpretation of procedures or regulations which impact on staff?

Nature	Number
Not applicable.	Not applicable.

10.4. Organisation Chart

Include only post titles and locations, where appropriate. Highlight the postholder in bold.

[Insert organisation chart]

11. Responsibility for Financial Resources

11.1. Please give details if you are directly responsible for any financial resources

Nature of responsibility	Annual value	Frequency
Not applicable.	Not applicable.	Not applicable.

11.2. Do you develop policies or provide advice guidance or interpretation of procedures or regulations in relation to finance?

Nature of responsibility	Impact
Not applicable.	Not applicable.

12. Responsibility for Physical Resources

12.1. Please give details of any direct responsibility you have for physical resources.

Nature of responsibility	Approximate Value
Not applicable.	Not applicable.

12.2. Do you develop policies or provide advice guidance or interpretation of procedures or regulations which have an impact on physical resources?

Nature of responsibility	Approximate Value
Not applicable.	Not applicable.

13. Working Conditions

13.1. What kind of place do you usually work in?

Description	Percentage time spent there
Dining area.	50%
Outdoor play area.	50%

13.2. Are you able to rearrange your workload around extreme weather conditions?

Yes – “indoor play” if necessary.

13.3. Please give details of any unpleasant environmental working conditions.

Nature	Source	Time Exposed	Frequency
Pupil illness (vomit etc.) Spillages	Pupils	Minutes	Occasional

13.4. Please give details of any verbal abuse, aggression, or other anti-social behaviour from people (other than immediate work colleagues) you experience during your work.

Nature	Source	Time Exposed	Frequency
Abuse and aggression	Pupils	Minutes	Occasion

13.5. Do you encounter any hazards in your job?

Nature	Source	Time Exposed	Frequency
Not applicable.	Not applicable.	Not applicable.	Not applicable.