



Job Description



Post: School Midday Supervision Assistant
School: Botley School
Scale: Grade 2
Responsible to: School Business Manager

Main responsibilities:

The general principle that the children must be supervised at all times in a suitable manner must be adhered to, thus securing the safety, welfare and good conduct of the pupils.

School Midday Supervision Assistants will follow a rota that places at least one supervisor with each class in each of the supervision areas. The updated rota is held in the staff briefing area on Teams.

The role of the Midday Supervision Assistant is to supervise the children, supporting them with eating appropriately, ensuring drinks are provided and helping with the social skills of sharing lunchtime with peers. Clearing up spillages, wiping tables, supporting children to clear up after themselves, and leaving the dining area in a clean and tidy condition form part of the duties, but come second to supervision.

When the weather is suitable, children may play on the playground/field area as appropriate.

In wet or cold weather, the indoor rota is put into action. Midday Supervision Assistants should remain with their allocated classes until the teaching staff return after lunch to ensure continuity of supervision.

All incidents dealt with should be reported to class teachers at the end of lunchtime, unless very serious (verbal/physical aggression) when a member of the Senior Leadership Team should be called immediately.

In the case of an injury, if it involves bleeding or a head injury, the child may be sent to the office in the care of a monitor, otherwise the Midday Supervision Assistants should see to the child using only antibacterial wipes as carried in the supervisor pouch, along with protective gloves. All serious, and any head, injuries should be reported to the Lead First Aider and/or a senior member of staff before going off duty.

Midday Supervision Assistants should be familiar with the school safeguarding, health and safety, and fire procedures as well as the staff handbook and Code of Conduct.

In the case of absence, it is important to inform the school as early as possible, following the procedures set out in the staff handbook.

General responsibilities:

1. Taking appropriate responsibility for one’s own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with an appropriate manager.
2. To be concerned, when necessary, with continuing the personal development of up-to-date knowledge about the role through school/county/national based in-service work.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment and to follow the policy and processes for child protection at Botley School.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

Person Specification

Specification	Essential	Desirable
Experience	Establishing positive relationships with children Working constructively as part of a team	Working in a school environment
Skills and knowledge	Good communication skills	Basic knowledge of safeguarding issues
Personal qualities	Ability to relate well to children and adults with a caring, positive attitude towards pupil welfare Commitment to safeguarding all children Ability to act in a professional manner at all times Can maintain trust and confidentiality where appropriate	Able to take on feedback and continually improve