

Job Title: Schools Midday Supervisory Assistant	Grade/Salary: Scale 2 Point 3 £4,907 actual salary.	Hours: 7.5 Weeks Per Year: 38 + 2 training days Term Time only
Line Managing: • N/A	Reporting to: • Miss Michelle Darby – Pastoral Officer	
Job Purpose: To ensure the safety, welfare and good conduct, either individually or as part of a team, of pupils at lunchtimes. To make a significant contribution to the vision and direction of William Byrd Primary Academy where innovation and inspirational learning for all is the core value.		
Main Duties and Responsibilities: • To supervise the play period of pupils during the lunch period. • To ensure that the playgrounds (or classrooms during wet play) are supervised at all times during lunchtimes. • To take reasonable precautions whilst in charge of the pupils to see that they do nothing that is likely to injure themselves or others. • To play with, and support, the pupils in the playground, teaching them playground games where appropriate. • In the event of any injuries to the pupil to deal with minor first aid. To report more major injuries, report immediately to the Welfare Officer and to follow accident reporting procedures at all times. • In the event of any sickness to, clean the pupil and the affected area and refer the pupil to the School Welfare Officer. • To help develop pupils’ social skills and help them to resolve disputes fairly. • To control entry to the dining room and their behaviour whilst they collect meals and find a seat. • To supervise pupils whilst they eat their lunch, generally maintain good order and the use of cutlery and drinking water including supervision of stacking of plates • To take action immediately in the event of any spillage to avoid possible accidents. • Promote the school healthy eating policy by encouraging pupils to eat healthy packed lunches e.g. rewarding pupils with healthy packed lunches. • To follow the school’s policies at all times. • To implement the Child Protection Policy at all times. • To undertake training in directed hours. • To work under the direction of the Pastoral Manager and to undertake such duties commensurate with the level of the post as may be allocated by the Pastoral Manager. • To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person.		

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- To recognise own strengths and areas of specialist expertise and use these to advise and support others.
- To support the Academy's mission statement, vision and strategic objectives to be responsible for promoting and safeguarding the welfare of children and young persons that the post holder is responsible for or comes into contact with.
- To undertake any other duties commensurate with the post as may be required by your line manager or the Head of School.
- The member of staff will at all times carry out the duties and responsibilities of the post with due regard to the Academy's equal opportunities policies.

In addition to the specific responsibilities of this post, every member of staff at William Byrd Primary Academy will commit to:

- Ensuring that the Academy's policies and procedures, in relation to the role, on health and safety are met.
- Taking responsibility for all risk assessments and establish and manage a proactive Health and Safety Service throughout the Academy, in relation to the role.
- 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 Academy as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.
- Maintaining confidentiality about all aspects of the post:

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

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Person Specification

<u>Criterion</u>	<u>Essential</u>	<u>Desirable</u>	<u>Method of Assessment</u> <u>(Application/Interview/Test)</u> <u>A/I/T</u>
Education / Qualifications	Education to GCSE level with Maths and English at Grades A* - C or equivalent	<u>□</u>	Application
Experience	<u>□</u>		Knowledge of primary schools and how they function Experience of working with children, especially of primary school age An appreciation of children's' development and their need to become independent A positive yet sensitive attitude towards children with special needs A ability to follow instructions but use own initiative when necessary
Skills/Abilities/Knowledge			The ability to work well in a team Good interpersonal skills A sense of humour Good verbal communication skill
Personal Qualities			Patient Sensitive Flexible and adaptable Discreet and able to keep confidentiality
Additional Contractual Obligations			William Byrd Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an Enhanced Disclosure and Barring Service check.

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Line Managers Signature: _____

Date

Postholder Signature: _____

Date _____

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