



Southcott Lower School



JOB DESCRIPTION

- JOB TITLE:** Midday Supervisory Assistant
- REPORTS TO:** Senior Supervisory Assistant under the general direction of the Headteacher
- SALARY RANGE:** NJC Point 3 £24,796 (pro rata)
- PURPOSE:** To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils

MAIN RESPONSIBILITIES

1. Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
2. Supervision of hand washing as required.
3. Supervision of pupils' entry into the dining room, including any walk or journey to the dining room which might be required.
4. Assistance for pupils where necessary to carry trays etc to table and to return empty dishes etc to service counter.
5. Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc if required.
6. Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
7. Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Pupil Relationships and Behaviour Policy. Organising play/games as appropriate inside school on wet days.

GENERAL

1. Attend staff meetings, participate in performance management arrangements and undertake training and development activities.
2. Follow the school's guidelines, policies and procedures at all times particularly in relation to safeguarding and health and safety.
3. Attend all essential training courses as determined by the Headteacher e.g. safeguarding.
4. Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
5. Undertake any other duties of a similar nature and level, as directed by the Headteacher.