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| Hours | 6.25 hours per week |
| Grade / Salary | NJC 2 £3,492 per annum (actual salary) |
| Contract Type | Permanent, term-time plus 2 INSET days |
| | <p>Purpose of the Job</p> <p>To supervise, guide and assist children during the midday break, so as to ensure the safety, general welfare and proper conduct of pupils during this period.</p> <p>Key Job Outcomes</p> <ol style="list-style-type: none"> 1. To assist in the lunchtime supervision of pupils to ensure that the meal is completed on time in a safe and hygienic setting. 2. Report behaviour observations to a teacher in order for them to maintain the school's standard of discipline and behaviour 3. Work to school policies to maintain a safe environment for pupils and other staff. <p>General Accountabilities</p> <ol style="list-style-type: none"> A. So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises / work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the MAT Safety and Welfare policy, departmental policies and codes of practice B. Work in compliance with the Codes of Conduct, Regulations and policies of the MAT C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards |

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| Further Information | Line Management |
| | <ul style="list-style-type: none"> • None |
| | Dimensions |
| | <p>Excalibur Academies Trust is a Multi-Academy Trust of 20 schools across the age range from Nursery to Sixth Form.</p> |
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| | Special Notes |
| | <p>Safeguarding Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As the responsibilities of this post are defined as regulated activity, the person appointed is required to have an enhanced DBS check with barred list information.</p> |

PERSON SPECIFICATION

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| Job Title: | SMSA |
| Location: | Ashton Vale Primary School |

| KEY CRITERIA | ESSENTIAL | DESIRABLE |
|---------------------------------|--|---|
| Knowledge and Experience | Basic hygiene procedures School's policies relating to behaviour and Health & Safety | An awareness of child protection issues |
| Abilities and aptitudes | Ability to communicate and interact across a wide range of adults and pupils Ability to follow written or verbal instructions. Ability to work empathically with children Ability and willingness to work cooperatively as part of a team | |

Annual Appraisal

All staff must complete an annual appraisal as part of their professional learning and development at the Excalibur Academies Trust

Probation period

All new members of staff will complete a probation period as per their induction process.

Pension

All support staff will be automatically enrolled into the LGPS Avon Pension scheme.