

Broad Horizons Education Trust

Hemblington Primary School

JOB DESCRIPTION

POST TITLE: Midday Supervisory Assistant

RESPONSIBLE TO: Executive Headteacher

RESPONSIBLE FOR: Safety and well-being of pupils

GRADE: A2

GENERAL RESPONSIBILITIES:

1. Supervise pupils under the direction of the Executive Headteacher, to ensure the safety and well-being of pupils and the adherence with school procedures while in play areas, the dining room, classrooms or in transit between schools where appropriate.

SPECIFIC DUTIES:

1. Supervision of children in all areas of the school, including the dining room, play areas, classroom – as directed by the Executive Headteacher in order to ensure the safety and good behaviour of the children.

2. Supervision of children during the meal to ensure that a good atmosphere is maintained. Encourage good eating habits and assisting the school cook to serve and help children with their lunch where necessary.

3. The maintenance of good order at all times to ensure school standards are adhered with.

4. General assistance in the packed lunch classes and the dining area as necessary, e.g. wiping up spillages to ensure a safe and ordered environment is maintained at all times, and ensure that classrooms are clean and tidy for afternoon sessions.

5. Supervision of movement of pupils to and from the dining room in order to ensure the safety and well-being of the pupils.

6. Set up and clear away tables in the dining room, and clean the floor.

7. Supervise and interact with pupils on the planned daily activities, ensuring their safety at all times.

8. Administer first aid as necessary, and complete appropriate paperwork. (Current First Aid Training and Certificate must be in place before administering First Aid)

WORKING TIME:

Between 12.00pm - 1.05pm

5.25 hours per week – Monday to Friday

REVIEW:

The job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder through the Academy's Staff Support and Development Programme. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the postholder's professional responsibilities and duties.