

Role Profile & Person Specification



Job Title:	Midday Supervisory Assistant
Responsible to:	Headteacher
Terms and Conditions:	Hours of work - 5 hours per week (Monday - Friday, 12:00pm-1:00pm) Term Time only (38 weeks per year) Fixed Term until 31st August 2026.

Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

Our aim here at Wells Primary and Nursery School is that all children will enjoy school and develop a love of learning.

Here, we create and sustain a secure, happy, healthy and stimulating environment which fosters in children curiosity and the desire to learn. We strive for children to become confident and fulfilled both as individuals and members of a changing society. We strongly believe that every child at our school has the opportunity to achieve their potential in every aspect of learning, whilst enjoying school life to the full.

We provide our children with a wide range of local experiences to broaden their understanding of the wider world. This is what is unique about our school - we are a small school with passion and drive, to provide the best for our children, families and communities both locally and further afield.

We are currently looking to recruit a midday supervisory assistant, for 5 hours a week, term time only, Scale B.

Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

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OVERALL RESPONSIBILITY

Supervise pupils under the direction of the Head teacher/Deputy Head teacher/Senior teacher, 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 areas of the school.

- Supervision of children in all areas of the school, including the dining room, play areas, classroom – as directed by either the Head teacher/Deputy head/Senior teacher in order to ensure the safety and good behaviour of the children.
- Supervision of children during the meal to ensure that a good atmosphere is maintained.
- Encourage good eating habits and assisting younger children where necessary.
- The maintenance of good order at all times to ensure school standards are adhered with.
- General assistance in the dining area/packed lunch area as necessary, e.g. wiping up spillages to ensure a safe and ordered environment is maintained at all times.
- Supervision of movement of pupils to and from dining room/classroom in order to ensure the safety and well-being of the pupils.
- Set up and clear away tables in dining room.

Ensure relevant teachers are informed if there is a reason to bring a child to their attention (illness, injury or other issues that might need to be communicated).

Safeguarding

- Respecting confidential issues linked to home/students/teachers/college work and to keep confidence as appropriate.
- To keep up to date with the School procedures for safeguarding and child protection, reporting any concerns to senior designated person.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare

Continuing Professional Development

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown but, in consultation with you, may be changed by the CEO or Board of Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

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Person Specification

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

Area	Essential	Desirable
Experience & Qualification		<ul style="list-style-type: none">• Some experience of working in a similar environment.
Skills, knowledge and aptitudes	<ul style="list-style-type: none">• Empathy with children• Able to exert authority and give directions/instruction in a confident manner• Able to communicate positively with children and adults• Knowledge of school standards and procedures• Knowledge of health and safety regulations within a school environment• Flexibility• Approachability	
Physical and environmental conditions	<ul style="list-style-type: none">• Cleaning up children/premises after they have been sick or toileting accidents and following relevant school safeguarding procedures.• Occasionally required to be outside in inclement weather.	
Other	<ul style="list-style-type: none">• The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.	

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