

JOB DESCRIPTION



POST TITLE: Middyay Supervisory Assistant

RESPONSIBLE TO: Middyay Co-ordinator

PURPOSE OF THE JOB:

To ensure the security and care of the pupils of the school and to promote their social development during the lunchtime period.

To adhere to the school's stringent safeguarding procedures at all times.

MAIN RESPONSIBILITIES AND DUTIES:

1. To supervise pupils during the lunchtime period within the school premises, ensuring their safety, welfare, physical and mental well-being and maintaining good discipline and order.
2. To monitor and manage the behaviour of pupils according to the school's behaviour policy and report any incidents to the Middyay Co-ordinator as appropriate.
3. To arrange and supervise appropriate activities under the direction of the Middyay Co-ordinator.
4. To provide first aid to pupils who suffer any injury or accident in accordance with school procedures and to complete accident reporting forms as appropriate.
5. To check toilet areas regularly to check they are clean and being used appropriately.

Dining Hall:

6. To instil in pupils through practice and routine, the need to visit the toilet and wash their hands before eating.
7. To organise the dinner queue and entrance of pupils in to the dining hall and from dining hall to playground or other supervised area.
8. To encourage all pupils to eat healthily and to assist with cutting-up of food, pouring water, etc.
9. To encourage good social skills and table manners, ensuring safety with knives and forks.
10. To clean up spillages of food..

Playground:

11. Where appropriate, collect pupils from classrooms ensuring that they are adequately dressed for the weather conditions.



12. To supervise and control entrance and exit to school premises by pupils during the lunch break.

School Premises:

13. To supervise the pupils in indoor areas of the school premises when they cannot go out due to inclement weather.

14. During indoor play, ensure pupils are quietly and productively occupied.

15. To ensure that, when indoor play is necessary, areas used are left tidy in readiness for afternoon school.

Miscellaneous:

16. To attend team meetings as required.

17. To participate in training appropriate to the job of midday supervisor

18. To participate in any appraisal arrangement made by the school

19. To carry out risk assessments, where required, in line with these duties.

20. To report any faults, accidents or incidents of which you are aware to the Midday Co-ordinator, in order that we may maintain a Healthy and Safe environment for all stakeholders.

21. To carry out any other duties consistent with the purpose of the job





PERSON SPECIFICATION

POST TITLE: Midday Supervisory Assistant

Attributes	Essential	Preferred
Education/qualifications	Good standard of education, including English and maths. Good communication skills.	GCSE English and Maths grade C or above
Experience	Experience of supervising children (including own children).	Previous experience of working with children in a caring or educational environment. Experience of working in a professional kitchen/catering environment. Food handling certification.
Skills/knowledge	Empathy with needs of children. Ability to work as part of a team and to use own initiative when appropriate. To adhere to stringent safeguarding procedures to ensure the safety and welfare of our children.	
Motivation	Willingness to undertake training (eg behaviour management).	
Physical	Ability to undertake all physical aspects of the post. This includes lifting and setting up tables and chairs as required.	
Other	Willingness to undertake First Aid training. Willing to be flexible in approach to job and assist others as appropriate. Willingness to attend training sessions inside/outside of school hours as required. Ability to attend INSET training days as required each year.	Current First Aid certificate.

