

Job Description and Person Specification

Job Title	Midday Supervisory Assistant
GR Number	GR0394
Grade	Scale A
Responsible to	Head of School/Deputy Headteacher or Senior Midday Supervisor

Role and Context

<p>Job purpose</p> <ul style="list-style-type: none"> • Supervise pupils under the direction of the Headteacher/Deputy or Senior Midday Supervisor • 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.
<p>Context</p> <p>Job Family: Classroom and Pastoral</p>
<p>Other Job Information (e.g. any special factors or constraints)</p> <p>There are three levels of Midday Supervisors. The 'Job grading guidance for schools' shows the distinction between the levels and should be used to establish the correct grade and to supplement the information in the job description. The guidance also gives grading information on other classroom and pastoral jobs in schools.</p>

Principal Accountabilities (in order of importance)

<ol style="list-style-type: none"> 1. Supervision of children in all areas of the school, including the dining room, play areas, classroom – as directed by either the Senior Midday Supervisor or the 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 younger children where necessary. 3. The maintenance of good order at all times to ensure school standards are adhered with. 4. General assistance in the dining area as necessary, e.g. wiping up spillages to ensure a safe and ordered environment is maintained at all times. 5. Supervision of movement of pupils to and from dining room in order to ensure the safety and well-being of the pupils. 6. Set up and clear away tables in dining room.



Person Specification

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

Skills/knowledge

1. Empathy with children
2. Able to exert authority and give directions/instruction in a confident manner
3. Able to communicate with children and adults
4. Knowledge of school standards and procedures
5. Knowledge of health and safety regulations within a school environment, Basic Health and Safety Training, plus awareness of how to obtain information on children's allergies or asthma, etc and how to use epipens, etc.
6. Flexibility
7. Approachability

General Information

The job descriptions details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job.

This job description may be subject to modification or amendment at any time, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and Federation safeguarding requirements at all times.

Job holders must ensure that they have read, understood and act in accordance with current Federation policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.

All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and Federation policies and procedures, within legislation, and with regard to the needs of our Federation and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

Values

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold the co-operative values:

Self – help- we help people to help themselves

Self – responsibility- we take responsibility for, and answer to our actions

Democracy- we give our members a say in the way we run our organisation

Equality- we are genuinely inclusive and pursue success for everyone

Equity- we carry out our work in a way that is fair and unbiased

Solidarity- we share interests and common purposes with our members and other co-operatives

Our Ethical Values are:

Openness- nobody's perfect, and we won't hide it when we're not

Honesty- we are honest about what we do and the way we do it

Social responsibility- we encourage people to take responsibility for their own community, and work together to improve it

Caring for others- we are a nurturing community that takes care of each other and we regularly support charities and local community groups