



Midday Supervisory Assistant: Job Description

Job Title: 1 to 1 Midday Supervisory Assistant

Line Manager: Senior Midday Supervisory Assistant

Responsible to: Head Teacher

Contract type: Fixed term named pupil

Purpose of the role

- To ensure the safety, general welfare and conduct of the named pupil during the midday break period.
- Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas. Work may be carried out in the classroom, dining, outside play or in other teaching areas.

Main responsibilities

To aid the pupil in designated areas of the school during the midday break and to ensure his/her safety, welfare and general conduct through appropriate application of the school's policies and procedures by:

- Clarifying and explaining instructions
- Ensuring the pupil is able to use equipment and materials provided
- Motivating and encouraging the pupil by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Using praise, commentary and assistance to encourage the pupil in their lunchtime activities
- Liaising with class teacher and SENCO where needed
- Consistently and effectively implementing agreed behaviour management strategies
- Helping to make and then use appropriate resources to support the pupil
- Establish supportive relationships with the pupil
- Supervise the movement of pupils to and from dining areas, including any personal hygiene requirements
- Maintain good order in dining areas
- Assist the pupil, with the collection of food and return of trays, or other items to the service counter
- Assist the pupil, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal
- Assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate

- Take any immediate action to attend to sickness or accidents by carrying out minor first aid and or summoning assistance from other staff members if needed
- Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person
- To know and apply school policies
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Executive Head Teacher.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Federation as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Midday Supervisory Assistant: Person Specification

	Essential	Desirable
Qualifications	Basic general education – Mathematics and English Language GCSE (or equivalent) Grade C or above (or GCSE grade 4 or above)	A relevant educational, childcare, health or social care qualification at level 2 or above or be working towards a relevant qualification.
Experience	Experience working with children in an educational setting	Experience working with children who require significant support
Professional skills, qualities and aptitudes	Has a passion for enabling all children to achieve the best they possibly can	
	Believes it is essential to and is able to develop positive relationships with pupils	
	Able to work in team and enable a team approach to supporting pupils	
	Is able to work both under teacher direction and, where appropriate at own initiative	
	Empathic to the potential challenges faced by children and their families	
	Approachable, polite & professional	
	Resilient and able to remain calm in challenging situations and to ask for help when needed	
	Flexible and can manage last minute changes when required	

	High expectations of self and others	
	Is dedicated and punctual	
	Committed to equality of opportunity for all	
	Committed to safeguarding procedures and practices	