



Job Description: Midday Supervisory Assistant

St Benet's Multi Academy Trust and Diss Primary Academy Partnership and Scole Church of England Primary Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Executive Headteacher
Grade	Scale B
Hours	1.08 - 1.25 - 1.5 hours per session (maximum 7.5 hours per week)
Location	Based at Diss Primary Academy Partnership or Scole Church of England Primary Academy. You may be required to travel to undertake work at academies and sites within St Benet's Multi Academy Trust as needed.

Job Purpose

To supervise pupils under the direction of the Headteacher / Deputy / Assistant Headteacher or Senior Midday Supervisor.

To ensure the safety and well-being of pupils and adherence with school procedures while in play areas, the dining room, classrooms or in transit between schools where appropriate

Duties and responsibilities

- To ensure all actions within school reflect the school ethos and core values of RESPECT, ASPIRATION, RESILIENCE, POSITIVITY AND COURAGE.
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- You will be required to implement fully, the school policies and procedures for child protection and security, health, safety, behaviour, positive handling, security and confidentiality - reporting all concerns to an appropriate person to ensure pupils' wellbeing
- Supervision of pupils in the dining hall, playground, and school premises, including the toilets and cloakrooms.
- Patrolling around the school, inside and out, making sure there are no problems.
- Maintaining good order and discipline among students and safeguarding their health and safety.
- Encouraging children to play and helping with play activities if required.
- Provide pupils with stimulating and challenging play opportunities.
- Listening to pupils and dealing with situations as they arise.
- Helping children at mealtimes. This may involve helping some children to cut up their food, showing them how to use cutlery and encouraging good table manners.
- Cleaning up spillages and making sure that tables are clean. Set up and clear away tables in the dining room.
- Dealing with incidents of misbehaviour and, if necessary, reporting them to the Senior Midday Supervisor or Head.
- Offer basic first aid and/or fetch the qualified first aider.
- To participate in in-service training as and when appropriate

- To undertake training to assist with first aid and personal care needs of pupils
- Making sure that children do not leave the school premises or go into areas of the school that are out of bounds.
- This will require knowing the layout of the school, both internally and externally, being aware of site entrances and exits, boundaries and access points for vehicles.
- Dealing with emergency situations such as fire drills
- Being vigilant and raising concerns about individual pupils or groups of pupils with Head or Deputy Head.
- Knowing the school regulations and the health and safety policy; being aware of and implementing the school rules and School policies, in particular the safeguarding of children.
- Co-operate in all matters concerning Health and Safety. To specifically take reasonable care of your own safety and that of any other persons who may be affected by your acts or omissions at work.
- To attend relevant meetings and contribute to the overall work/aims of the school, supporting the roles of other colleagues and professionals to enable the school to fulfil its development plans.
- To undertake other such specific duties that may from time to time be reasonably assigned by the Head.

Line management

- The job involves no direct responsibility for the supervision or direction of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Midday Supervisory Assistant are up to date.
- Be a professional role model, and understand and promote the aims of the Academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.

Special conditions of employment
<p>Rehabilitation of Offenders Act 1974 This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p> <p>Safeguarding and Promoting the Welfare of Children and Young People The jobholder is required to follow all Trust and academy policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The Trust and the academy are committed to equality and value diversity. As such the Trust and the academy are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Trust and the academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Continuous Professional Development

The Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, to engage positively in the performance management process, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

This applies to all Trust premises and those where Trust services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by:

Date: