

Midday Supervisory Assistant

JOB DESCRIPTION

JOB SUMMARY

As part of a team, assisting the Headteacher/Senior Leadership Team in securing the safety, and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site in accordance with the general instructions of the Headteacher/Senior Leadership Team.

PRINCIPAL ACCOUNTABILITIES

1. Supervision and control of pupils in the dining hall and classrooms
2. Supervision and control of pupils in the playground and about other school premises e.g. field
3. Associated ancillary duties

JOB CONTENT

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

1. Supervision and control of pupils in the dining hall, including:

- Setting up, putting away and cleaning dining furniture and supporting children and the school kitchen with plate clearing etc
- Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting, changing clothing etc. in accordance with school procedures) prior to entering the dining room
- Organising dinner queue and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere. Dealing with any unacceptable behaviour that may occur by intervention or calling for assistance, and reporting incidents to Headteacher/SLT according to severity of incident
- Directing pupils to seats, deciding on seating arrangements, separating pupils experiencing difficulties where necessary
- Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities. Being aware of pupils on special or restricted diets for medical reasons from information provided by the school. Assisting pupils with cutting up food, pouring liquids etc. where necessary
- Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff
- Dealing with any body spillages in the dining hall in accordance with infection control procedures, and ensure pupil goes to the medical room if appropriate
- Sharing responsibility with other Midday Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area/classrooms.

2. Supervision and control of pupils in the playground and about other school premises, including:

- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary
- Supervision and control of the school entrance during lunch break to ensure children do not

- leave the playground without permission/authorisation
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and wellbeing, providing emotional support where necessary
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc.
- Initiating and participating in games with the children on the playground or in the classroom if it is 'wet break'
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
- Reporting any bad behaviour to the Headteacher/SLT
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period
- Running lunchtime clubs such as gardening, ball games, for specific groups of pupils if detailed by the Senior Leadership Team

3. Associated Ancillary Duties

- Checking toilet areas regularly for blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas, and reporting any damage or blockages to the office staff
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures e.g. recording all incidents
- To undertake and use a relevant first aid qualification
- Being aware of cultural differences between pupils, dealing with any incidents of the nine protected characteristics in accordance with agreed procedures
- To complete incident log of behaviour accurately and immediately
- To attend MSA meetings when required
- To attend training on matters of whole school and individual professional development e.g. safeguarding, equality and diversity, school improvement priorities

4. Safeguarding

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection and safeguarding procedures, including the school's procedures on reporting concerns

Brighstone CE Aided Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. This post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and, because of the sensitive nature of the duties, an enhanced disclosure check will be required.

Brighstone CE Aided Primary School is an equal opportunities employer and welcomes applicants from all sections of the community.

Signed.....

Date.....