**Ursula Taylor C of E School**

**JOB DESCRIPTION**

**JOB TITLE:** Midday Supervisory Assistant

**RESPONSIBLE TO:** Senior Supervisory Assistant under the general direction of the Office Manager and Headteacher

**JOB PURPOSE:** To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils

**Main duties and responsibilities:**

1. Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
2. Supervision of hand washing as required.
3. Supervision of pupils’ entry into the dining room, including any walk or journey to the dining room which might be required.
4. Assistance for pupils where necessary to carry trays etc to table and to return empty dishes etc to service counter.
5. Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc if required.
6. Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
7. Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school’s Behaviour Management Policy.
8. To take responsibility for the organisation of play and other physical activities with groups of children.
9. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
10. To work within the School ‘Safeguarding’ policy and report any concerns to the named people responsible.
11. To uphold and model the values of the school.
12. To undertake any other duties of a similar level and responsibility as may be required.

URSULA TAYLOR C of E SCHOOL

PERSON SPECIFICATION

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| **JOB TITLE:** | **Midday Supervisory Assistant** |

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| **Attributes** | Essential | Preferred |
| **Education/Qualifications** | Good general standard of education  Good skills in communication | Level 1 or 2 qualification relating to Childcare would be an advantage. |
| **Experience** | Experience of children (including own children) | Previous experience of working with children in a caring or educational environment. |
| **Skills/Knowledge/**  **Aptitude** | Empathy with the needs of children and young people.  Ability to listen to children and their needs and negotiate solutions to their problems and concerns.  Ability to work as part of a team and to use own initiative when appropriate  Ability to organise play. |  |
| **Motivation** | Willingness to undertake training (e.g. in behaviour management and Safeguarding) |  |
| **Physical** | Ability to undertake all physical aspects of the post |  |
| **Other** | Willingness to undertake First Aid training  Satisfactory completion of a DBS Police check and Disqualification Declaration. | Current First Aid Certificate |