

## Job Description

<b>Post Title:</b>	Midday Supervisory Assistant
<b>Grade:</b>	2
<b>Reports To:</b>	
<b>Responsible For:</b>	n/a

<b>Overall purpose of job:</b>	
To work as part of a team monitoring pupil behaviour during the midday break to ensure a caring and safe environment. Required to work indoors and outdoors when supervising the children and young people to ensure their safety.	
<b>Main duties and responsibilities:</b>	
1.	Supervise the playground area, playing fields, cloakrooms, classrooms etc. during the lunchtime break.
2.	Assist with the removal of food and equipment once pupils have eaten their lunch.
3.	Deal with minor first aid incidents; follow appropriate procedures for recording and reporting.
4.	Assist in the implementation of appropriate behaviour management strategies as required
5.	Observe a child or young person's behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff.
6.	Resolve minor disputes between pupils
7.	Assist in the supervision of other activities during the midday break, including setting out and storing equipment
8.	Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner.
9.	Establish rapport and respectful, trusting relationships with children, young people and those caring for them.
10.	Provide support and encouragement to children and young people.
<b>General:</b>	

1.	Uphold professional standards for the role, and follow all school and Trust policies and procedures.
2.	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3.	Participate in performance management and take part in appropriate training and development activities.
4.	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5.	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

## Person Specification

All points are essential unless otherwise specified

<b>Qualifications</b>	
1.	Accredited Paediatric First Aid or the willingness to undertake training
2.	Basic literacy and numeracy skills
3.	Willingness and ability to obtain and/or enhance qualifications and undertake training and development
<b>Experience</b>	
1.	<i>Experience of working with children (desirable)</i>
<b>Skills/Knowledge/Abilities</b>	
1.	Commitment to providing welfare support to pupils
2.	Good verbal communication skills and the ability to communicate effectively with all staff, pupils, families and carers
3.	Ability to know when to refer issues on to a senior member of staff
4.	Ability to work well as part of a team
<b>Personal Attributes</b>	
1.	Patience and caring skills
2.	Willingness to participate in physical activities with the children
<b>Safeguarding</b>	
1.	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2.	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3.	Satisfactory Enhanced DBS check