



Job Description

KEY INFORMATION	
Post title:	Midday Supervisory Assistant
Grade:	2
Responsible to:	
Responsible for:	n/a

OVERALL PURPOSE OF JOB
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.

MAIN DUTIES AND RESPONSIBILITIES	
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.



GENERAL RESPONSIBILITIES	
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

Qualifications	
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
Experience	
1	<i>Experience of working with children (desirable)</i>
Skills/Knowledge/Abilities	
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
Personal Attributes	
1	Patience and caring skills
2	Willingness to participate in physical activities with the children
Safeguarding	
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