

Post title: Midday Supervisory Assistant

Grade: NJC 2

FTE: Term Time Only, Part-time, 7.5 hours per week

Line manager/s: Senior Leadership Team

Main purpose of the job:

To be responsible for the safety, welfare and conduct of pupils during lunchtimes, in classrooms, atrium/dining area, playground and when moving from one area to another.

Key duties and responsibilities

- ★ Under the direction of the Senior Leadership Team, to effectively supervise pupils during the lunch period, providing a continuous presence.
 - ★ To ensure the safety, welfare and conduct of pupils in accordance with school policy.
 - ★ Midday Assistants have a shared role within the school in helping to raise the social achievements of pupils. They are responsible for ensuring that lunchtimes are an enjoyable and safe experience for all the children, so that they are physically and mentally prepared to learn during the afternoon.
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Support for Pupils

- ★ To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- ★ To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- ★ To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
- ★ To maintain good order in dining areas.
- ★ To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
- ★ To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- ★ To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- ★ To assist in the setting up and removal of furniture where necessary.

- ✦ To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- ✦ To report any unauthorised visitors on school premises.
- ✦ To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
- ✦ To promote the inclusion and acceptance of all pupils.

Support for the School

- ✦ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ✦ Contribute to the overall ethos, work and aims of the school.
- ✦ Appreciate and support the role of other professionals.
- ✦ Attend and participate in relevant meetings as required.
- ✦ Participate in training and other learning activities and performance development as required.
- ✦ Promote de-escalation strategies across school and for the wider workforce.
- ✦ To display excellent interpersonal skills when working with a range of stakeholders.

Other Duties

- ✦ Other such reasonable duties as determined and delegated by the Senior Leadership Team consistent with the grade of the post and the experience of the Post holder.
- ✦ To have professional regard for the ethos, policies and practices of the school in which you support, and maintain high standards in your own attendance and punctuality.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

| | | Essential | Desirable |
|---|---|-----------|-----------|
| Qualifications, Skills & Knowledge | Qualifications in childcare or education | | • |
| | Food hygiene qualification | | • |
| Experience | Experience of working with children and young people with Special Educational Needs and Disabilities | | • |
| | Experience of working as midday supervisory assistant | | • |
| | Successful completion of relevant training course e.g. first aid, hygiene etc. | | • |
| | Experience of training in positive handling techniques such as Team Teach | | • |
| Thinking Ability | A passion for working with children and young people with Special Educational Needs and Disabilities | • | |
| | Hold high expectations for children and young people's learning and achievement | • | |
| | An understanding of relevant policies and awareness of relevant legislation | | • |
| | An understanding of child development | | • |
| | Awareness of the need to maintain confidentiality | • | |
| Personal Effectiveness | Good communication skills | • | |
| | Good interpersonal skills | • | |
| | A team player with a collaborative approach | • | |
| | Positive, ambitious and forward looking | • | |
| | Resilient and easily adaptable to change | • | |
| | Honesty and integrity | • | |
| | Passionate and enthusiastic about making a difference | • | |
| | Child-centred and committed to achieving the best outcomes for pupils | • | |
| | Ability to work with children and young people that present challenging behaviour | • | |
| | Ability to form respectful and trusting relationships with a range of people including parents and carers | • | |
| | Capacity to motivate, inspire and challenge children, young people, self and others | • | |
| General | The flexibility to meet the full range of job requirements | • | |

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| | A commitment to safeguarding and promoting the welfare of children and young people | • | |
| | | Essential | Desirable |
| | Commitment to the school's aims and values | • | |
| | Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner | • | |
| | An understanding of and commitment to equal opportunities | • | |
| | No serious health problems that will likely impair or impact on job performance. | • | |
| | Good attendance record in current employment (not including absences resulting from a disability) | • | |
| | To manage a workload and at times conflicting priorities as well as tracking progress on a wide range of tasks | • | |
| | Ability to remain calm under pressure showing resilience and the ability to prioritise work with competing deadlines | • | |