



JOB DESCRIPTION

School	ELMBRIDGE PRIMARY SCHOOL
Job Title: Midday Supervisory Assistant	Grade 2 £24,027 pa pro rata

1. JOB PURPOSE

To be responsible to a member of the Senior Leadership Team or the Headteacher for the supervision of pupils during the lunchtime break so as to ensure the safety, general welfare and proper conduct of pupils during this period

2. MAIN DUTIES AND RESPONSIBILITIES

- To supervise pupils in designated areas of the school (including playground or other external spaces) during the lunchtime break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- To establish safe and proper behaviour by appropriate intervention or referral to senior staff, as appropriate.
- To supervise the movement of pupils to and from dining areas, including and personal hygiene requirements (eg handwashing).
- To maintain good order in dining areas, including the supervision of pupils bringing their own food.
- To assist pupils, where necessary, with the collection and return of trays, or other items to the service counter.
- To assist pupils, as 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 take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- To identify and 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.

3. JOB CONTEXT

The postholder's principal role is to ensure the safety, general welfare and proper conduct of pupils during the lunchtime break period. Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas.

4. SUPERVISORY RESPONSIBILITY

Nil.

5. SUPERVISION RECEIVED

The postholder will be expected to work with limited supervision to an established work pattern. There will be support available from the Head Teacher and/or other designated member(s) of staff. Meetings will be arranged as necessary for briefing and/or feedback on relevant school or individual pupil matters.

6. PROBLEMS AND DECISIONS

The postholder will be supervising the movement and conduct of pupils and be expected to intervene, as appropriate, to establish safe and proper behaviour. The nature and level of intervention and the referral of problems to senior staff will depend upon personal judgement within and guidelines and policies issued by the school.

7. CONTACTS

There is a high level of interaction with individual groups of pupils. The postholder must also work as a co-operative member of a team of supervisors, liaising as necessary with other school staff.

8. KNOWLEDGE, EXPERIENCE AND TRAINING

No formal qualifications or previous experience is required but the ability to establish positive expectations of pupil behavior, good relationships with staff and pupils, and a sensitivity to pupils' personal needs is important.

9. PHYSICAL EFFORT

Some lifting of chairs and tables will be required on a regular basis if employed to do so.

10. WORKING ENVIRONMENT

There may be some occasions when the postholder will be expected to attend to a pupil with soiled clothing due to sickness or toileting problems. Two adults must be present at all times when changing pupil's clothes.

In some cases there may be a need to cope with verbal or physical aggression from pupils. If this happens report immediately to a member of the Senior Leadership Team or the Head Teacher.

The post will also involve some supervisory duties being undertaken on the playground or other external spaces in hot or cold weather conditions.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires an Enhanced DBS clearance.

September 2021