



# JOB DESCRIPTION

## Midday Supervisory Assistant

### REPORTS TO

Assistant Head of School

### GRADE

2.3

### JOB PURPOSE

To be responsible for the distribution of meals and the supervision of children during the lunchtime break.

### MAIN RESPONSIBILITIES

- To supervise the children in all areas of the school, during the meal in order to ensure that a positive atmosphere is maintained, in play areas, corridors, cloakrooms, toilets, classrooms etc. ensuring that health and safety and school policies and procedures are enforced.
- Oversee and assist with supervising the movement of children between classrooms, supervision of queues waiting to enter dining room, distribution of meals and service of water, clearing tables and collection of wrappings etc. and all other duties required to enhance the dining experience for all children within the Academy.
- Assist with First Aid administration as required (training will be provided).
- Organise playground games, or classroom games in the event of wet weather.

### OTHER DUTIES

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

### EQUAL OPPORTUNITIES

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Equal Opportunities policies.

**HEALTH AND SAFETY**

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Health and Safety policies and procedures.

**SAFEGUARDING**

All Trust staff have a responsibility to safeguard and promote the welfare of children and young people across the Trust.

PERFORMANCE STANDARDS FRAMEWORK COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE	ESSENTIAL	DESIRABLE	ASSESSMENT A – Application Form I – Interview T – Test
<b>EDUCATIONAL QUALIFICATIONS AND ACHIEVEMENTS</b>			
Educated to GCSE (minimum C Grade in English and Maths)		✓	A
Willingness to participate in further Continued Professional Development	✓		A/I
<b>KNOWLEDGE AND EXPERIENCE</b>			
Recent experience of working in a school environment as a Midday Supervisory Assistant or similar position		✓	A
Experience in the policies, systems and procedures of a school setting		✓	A
Experience of working with children with different needs and demands		✓	A
Experience of organising play activities for groups of children		✓	A/I
Use and experience of a range of positive behaviour management strategies		✓	A/I
<b>SKILLS AND ABILITIES</b>			
Ability to react calmly and appropriately in an emergency, with the health and safety of both pupils and staff the prime concern	✓		A/I
Ability to use ICT and other basic technology		✓	A
<b>ATTRIBUTES AND QUALITIES</b>			
A good health and attendance record	✓		A
Able to work under pressure in a busy school environment	✓		A/I
Professionally discreet and respects confidentiality	✓		I
<b>COMMUNICATION</b>			
Able to communicate effectively with children and staff	✓		I
<b>TEAM WORKING</b>			
An effective team player but can think and work independently	✓		I