

| Job Description and Person Specification | |
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| Job Title | Midday Supervisory Assistant |
| Department | Taverham High School |
| GR Number | |
| Grade | B |
| Responsible to | Deputy Headteacher: Behaviour and Safety |
| Effective Date | |

| Role and Context | |
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| Job Purpose | Supervise pupils, under the direction of the Deputy Headteacher, to ensure the safety and well-being of pupils and the adherence with school procedures while in play areas, toilets or classrooms during lunchtimes. |

| Principal accountabilities | |
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| Accountability. Each statement should give an idea of what is done, to what or whom and with what result. | Order of importance (1 = most important etc.) |
| Supervision of students whilst eating to ensure the safety and good behaviour of the students is adhered to at all times. | 1 |
| Supervision of all students on the school premises to ensure that health and safety and school regulations are observed. | 1 |
| Supervision of children during the meal to ensure that a good atmosphere is maintained. Encourage good eating habits and assist younger children where necessary. | 2 |
| General assistance in the dining area as necessary e.g., wiping up spillages to ensure a safe and ordered environment is always maintained. | 2 |
| Assist in the initial clean up after lunch to ensure the dining area and atrium are in a reasonable condition. | 3 |
| Escort students to the medical room if they feel unwell or injured. | 3 |
| Any duties as may be delegated by the Deputy Headteacher | 1 |

| Person specification | |
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| Qualifications | |
| Essential | Desirable |
| | <p>Educated to at least GCSE grade D/3 standard or equivalent in English and mathematics.</p> <p>A qualification related to supervising and/or directing pupil activity.</p> |
| Experience | |
| Essential | Desirable |
| <p>Able to form good relationships with students, staff and service users.</p> <p>Able to work flexibly to meet deadlines and respond to unplanned situations.</p> | <p>Experience of working with children and/or young people</p> <p>Experience of working in a school or similar establishment.</p> <p>Commitment to the highest standards of child protection and safeguarding.</p> |
| Skills/knowledge | |
| Essential | Desirable |
| <p>Able to work calmly and professionally under pressure</p> <p>Able to assist students with spillages and general cleaning duties</p> <p>Recognition of the importance of personal responsibility for health and safety</p> <p>Able to communicate effectively with people of all ages and levels.</p> <p>Commitment to the school's ethos, aims and its whole community.</p> | <p>Health and safety knowledge</p> <p>Able to deal with any challenging behaviour that may require intervention.</p> <p>Able to encourage good social skills and manners.</p> <p>Desire to enhance and develop skills and knowledge through CPD</p> |

| General information |
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| <ul style="list-style-type: none"> • The job description details the main outcomes of the job and will be updated if these outcomes change. • All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. • Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. |