**JOB DESCRIPTION**

**Job Title: Midday Supervisory Assistant**

**School: Otley All Saints CofE Primary School**

## Pay Range: SCP 1

**Responsible to:** Midday Supervisor

**Responsible for:** Supervision of children at lunchtimes

## Role:

To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period.

**Main Duties**

1. Supporting pupils while they eat their lunch, cutting up food for pupils and making sure tables are clean and that water is available
2. Ensure standards for healthy eating and table manners are maintained
3. Report accidents to the Midday Supervisor and complete accident form if necessary
4. Ensure that school discipline policies are implemented
5. Support the work of other Supervisory Assistants
6. Support induction and training of new staff as required by the Midday Supervisor
7. Respond to duty delegation as required by the Midday Supervisor
8. Lead the children in the establishment of suitable playground games/activities
9. Record inappropriate pupil behaviour and convey serious incidents to the Midday Supervisor and or teacher
10. Maintain checks throughout the lunch break to ensure pupils are safe
11. Follow advice given by Midday Supervisor on action to be taken in cases of inclement weather

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check.

# **PERSON SPECIFICATION**

**Job Title: Midday Supervisory Assistant**

**School: Otley All Saints CofE Primary School**

## Pay Range: SCP 1

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| **Essential Criteria** | **How Identified** | **Desirable Criteria** | How identified |
| **SKILLS**  Ability to relate well to children and adults  Ability to work constructively as part of a team  Ability to maintain a safe, calm and happy approach | Application form and selection process  Application form and selection process  Application form and selection process |  |  |
| **KNOWLEDGE & UNDERSTANDING**  Working with or caring for children of relevant age  Basic childcare and health and safety knowledge | Application form and selection process  Application form and selection process | Appropriate knowledge of first aid | Application form |
| **QUALIFICATIONS/**  **TRAINING**  Participate in development and training opportunities | Application form and selection process |  |  |
| **OTHER CONDITIONS**  Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check. |  |  |  |