

Job Title: Midday Supervisory Assistant

Reporting to: Business Manager/Senior Midday Supervisor

Grade: Grade I

Accountable for: N/A

Overall purpose of the post:

Each Midday Supervisory Assistant will be allocated areas and children for whom they will be responsible each day. This could vary from day to day on a rota basis. Although the area will be divided so that each Supervisory Assistant looks after a specific group or area each day they must be prepared to accept a variation if any emergency calls another Midday Supervisor away.

The main areas of work responsibility will be the dining room and the playground or areas of the academy used during the dinner break, including areas where the children wait or queue for their meal.

Main duties and responsibilities:

- Control queues to dining areas.
- See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
- Assist as required to relieve any 'bottle neck' at the cash till.
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily, if required.
- See that trays are not left in dangerous positions, and are wiped where necessary.
- Supervise return of used crockery and cutlery by the children.
- Ensure the pupils leave the tables clean for next occupant.
- See that dining areas are left clean and tidy.
- Aim to be pleasant, polite and caring at all times. Work in partnership with another lunch time supervisor in the same duty area so you have backup in the event of an emergency, e.g. students having a serious accident, fight, etc.
- If a student has a serious injury/accident one lunch time supervisor must stay with the students, whilst the other supervisor summons a first aider who will make a **999** telephone call if required.
- Due to recent European legislation which has affected child protection procedures it is important that staff do not lay hands on students. If students are fighting give a firm, verbal warning to stop and separate. This should make it unnecessary to lay hands on students. The use of physical restraint should only be used to prevent a

student injuring him/herself or others. Always make sure you have a witness if you have to use physical restraint.

- Do not resort to the use of physical punishment or restraining a student. If a student walks away from you in the playground let them go. Report rudeness, smoking or other acts of misbehaviour to the appropriate learning manager. Very serious incidents involving injury, swearing at a lunch time supervisor or a major act of vandalism should be reported to a member of the SLT.
- Please keep a watchful eye over the academy site and report the location of broken glass and unsafe building defects to one of our receptionists who will contact the caretaker without delay.
- In wet/cold weather students are allowed to sit quietly in their designated year area. Sick/injured students to be taken inside to receive medical attention from a first aider.
- Encourage all students to do the following:-
 - Follow all reasonable instructions from adults and Student Leaders.
 - Arrive on time.
 - Be properly equipped for lessons.
 - Be appropriately dressed in full academy uniform.
 - Not to hurt others either physically or verbally.
 - Eat in designated areas only.
 - Mobile phones, iPods, etc. should not be seen or heard. Such items if seen will be confiscated and can only be collected by a responsible adult.
- Must be aware of how to get access to the first aid equipment and to the telephone, and of the fire evacuation procedures in the event of it not being possible to contact, in an emergency, the Senior Midday Supervisor or the Principal.
- Upkeep of the academy site by litter picking under the direction of the Principal, SLT, Safety & Educational Visits Co-ordinator and Senior Midday Supervisor as appropriate.

General Responsibilities

- Be aware of and comply with academy policy and procedures
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the academy
- Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- To be aware of confidential issues linked to home/student/teacher/academy work and to keep confidences as appropriate
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that

normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the employee

- Having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Trust.
- Demonstrating an active commitment to their own professional development.
- Undertaking any duties, consistent with this position, which might, from time-to-time, be assigned by the Principal, SLT or Line Manager.

Special Features

- The post holder is employed for 10 hours/week, 38 week per annum during the academy term time only. Core hours will be required to be worked as requested by your line manager.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.