

## APPLECROFT SCHOOL



### JOB DESCRIPTION FOR MIDDAY SUPERVISORY ASSISTANT

Salary Scale: HB  
Hours: 8.5 hours per week, term-time only

Accountable To: Headteacher and Senior Leadership Team (SLT)  
Line Manager: Senior Midday Supervisory Assistant

#### PURPOSE OF THE ROLE:

- To ensure the safety and wellbeing of pupils during the lunch period

#### RESPONSIBILITIES:

- Prepare the layout of the tables in preparation for lunch including laying up tables.
- Supervise the pupils when they are in the dining room eating lunch, encouraging good social skills and manners
- Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables, wiping the tables and chairs, and sweeping the floor.
- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
- Setting out and storing equipment
- Encourage pupils to select and eat healthy balanced meals
- Provide a safe environment for pupils to play/socialize outside
- Encourage children to be resilient and independent and follow the values of their school
- Ensure the behavior system is followed and deal with incidents accordingly. Report to senior staff in line with the schools policy
- Provide first aid during the lunch period as required
- Ensure the safe supervision of the children in their classrooms and toilets during wet playtimes.
- Teach children playground games as and when these are introduced.

## SCHOOL'S ETHOS, POLICIES AND PROCEDURES:

- To promote the nurturing ethos of the school and uphold our mission statement, vision and values
- To adhere to, and promote all school policies and practices including the 7 Habits
- To use information technology systems integral to the schools systems and as required to carry out the duties of the post in the most efficient and effective manner
- To promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom
- Support pupils in social, mental and emotional well-being
- Use positive behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this Job Description and its objectives as required by the Class teacher or Senior Leadership Team

## SAFEGUARDING:

- To promote the welfare and well-being of all pupils and staff
- To remain vigilant and do everything possible to protect children and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the DSP or DDSPs and incident of this nature you witness, hear about or suspect
- To be vigilant in the care of all children and those concerning child protection issues and to follow the county and school procedures in the case of a disclosure from a child

## EQUAL OPPORTUNITIES:

- To implement the county and school's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, age, gender, disability, sexuality or status
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in-line with the Equalities Act 2010
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual(s) involved understands it is unacceptable at Applecroft School and the wider society

## HEALTH AND SAFETY:

- In carrying out the tasks in this job description you have a duty (under Health and Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures

and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community

- To ensure county and school guidelines and procedures for Health and Safety are adhered to
- To ensure a safe working environment both indoors and outdoors for staff and children
- Organise and safely manage the appropriate learning environment and resources
- To attend to and record minor accidents and incidents and to report injuries of concern to the Line Manager (SENDCo) or other member of SLT

#### DATA PROTECTION:

- When working with computerised and online systems to be completely aware of responsibilities at all times under the Data Protection Act 1998 for the security

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*The job may include clearing up blood or other bodily fluids of children. County guidelines must be adhered to for your own safety.*

*This role will be reviewed annually as part of the appraisal and performance management process.*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*