



Birchwood Avenue Primary School

Midday Supervisory Assistant – Job Description

Job details

Salary Range: HA Point 2: (£12.26/hour)

Contract type: Part time, 6.25 hours per week

Reporting to: Deputy Head

Main purpose

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

Duties and responsibilities

- Act as a point of contact for any behaviour or safeguarding incidents that need to be escalated
- Report incidents to senior staff in-line with the school's policies and procedures
- Provide first aid treatment, ensuring first aid equipment is readily available
- Supervise pupils during the lunchtime
- Encourage pupils to select and eat healthy balanced meals
- Set up and run games and activities, whilst maintaining the health, safety, welfare, good conduct and safeguarding of pupils during lunchtime
- Participate in dining arrangements, including cleaning up of spillages of food/liquid; wiping down tables; and cleaning dining areas
- Supervise the pupils in the dining room eating lunch, encouraging good social skills and manners
- Report incidents in-line with school policy
- Prepare the layout of the tables in preparation for lunch including laying up tables
- 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
- Setting out and storing equipment

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Make a positive contribution to the wider life and ethos of the school

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's Child Protection Policy
- Assist pupils with eating and hygiene, as required, whilst encouraging independence
- Look after children who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

The postholder will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 28/02/2025

Next review date: February 2026

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____