



JOB DESCRIPTION

Mid-day Supervisory Assistant

JOB TITLE	:	Mid-day Supervisory Assistant
WORKING HOURS	:	8 Hours 45 Minutes per week (11.30am. – 1.15p.m.) Term Time Only
SALARY SCALE	:	HB.2 (FTE £24,413 per annum, pro rata)

Accountability:

Line Manager: Deputy Headteacher.

Purpose Of Your Job:

To ensure the safety and welfare of all pupils on the school site during the mid-day break (i.e. from the end of the morning session until the start of the afternoon session).

Main Areas of Responsibility

To supervise pupils during the mid-day break and to ensure the safety and welfare of pupils during this period in accordance with the instructions from the SSA or Deputy Headteacher and also in liaison with other members of the school's teaching and support staff, as appropriate.

To supervise pupils at lunchtimes in all areas of the school, including classrooms, playgrounds, playing fields and dining areas in accordance with instructions from the Line Manager where appropriate.

Specific Duties

To collect pupils at between 11.50 a.m. and 12.15 p.m. from their classrooms and organise them for the lunchtime period.

Ensure that all pupils move around the school in a quiet and orderly fashion.

Supervise pupils waiting for lunch ensuring they are quiet and well behaved.

Assist pupils with seating arrangements in the dining room.

Assist Key Stage 1 pupils and any others as appropriate, to use cutlery correctly and to cut up any foods as necessary.

Promote good table manners and appropriate behaviour whilst eating.

To clear spillages of food.

Encourage pupils to move their plates etc., at the end of their meal.

Return dishes and cutlery to kitchen hatch at the end of the lunchtime period.

Wipe tables at the end of the lunchtime period.

Report to the class teacher any incidents or concerns occurring during the lunchtime period.

Ensure that no pupils are left unsupervised.

Administer first aid treatment to pupils and record all incidents in the Accident Report Book. All serious incidents to be reported to the Deputy Head or the Headteacher.

Supervise children in the playground or on the field and deal with inappropriate behaviour in a firm but positive and sensitive manner.

Initiate and become involved in pupil's games.

As an employee of the School/County Council you will recognise the confidential nature of the post and will not, either inside or outside of school make any statement that may bring the school into disrepute.