

Icknield Walk First School
Job Description

Job Title: Middyday Supervisory Assistant

Responsible to: The Headteacher through the Senior Supervisory Assistant

1. Purpose of your job

To seek to ensure the safety and welfare of all pupils remaining on the school site during the midday break (i.e. from the end of the morning session until the start of the afternoon session).

2. Main areas of responsibility

Directly to supervise pupils during the midday break, and to ensure the safety and welfare of such pupils during this period in accordance with the general instructions of the Headteacher / Senior Supervisory Assistant where appropriate.

To supervise pupils remaining on the premises at lunchtime in all areas of the school, including classrooms, playgrounds, playing fields, and dining areas.

To support pupils with their meals and gently encourage them to eat their food.

To mop up spillages and wipe tables in the dining room.

To assist pupils in cutting their food and encourage good table manners.

To supervise the movement of pupils to and from the dining room and the conduct of queues waiting to enter dining areas.

To make sure the whole of the playing area is supervised.

To support children's play, joining in and modelling good play skills where necessary.

To support children's friendship issues, using restorative justice practices to solve conflicts.
To keep a note of recurring issues and report to the appropriate classroom staff or SSA

To watch out for unauthorised people on site and challenge them.

To report all health and safety issues to the Senior Supervisory Assistant or Headteacher or Caretaker, as appropriate.

To ensure that all pupils return to the care of their teachers at the end of the lunchtime period.

To maintain an acceptable standard of conduct and discipline amongst pupils ensuring that all appropriate school regulations are complied with and reporting serious breaches of discipline or persistent unruly behaviour to the Headteacher, or the nominated person deputising.

To provide assistance to pupils in the event of minor accidents and to take appropriate action over more serious incidents, including reporting them to the Headteacher or the nominated person deputising as soon as possible.

The post holder will work under the overall direction of the Headteacher, but will report directly to the Senior Supervisory Assistant.