

**RICHARD WHITTINGTON PRIMARY SCHOOL
JOB DESCRIPTION: MIDDAY SUPERVISORY ASSISTANT**

Local Government Pay Scale

Scale: Hb
Title: Learning Support Assistant
Responsible to: Senior Midday Supervisor, School Business Manager
Job purpose: To ensure the smooth running of the lunch time break

Duties and responsibilities

Each Midday Supervisor will be allocated areas and children for whom (s)he will be responsible each day. This could vary from week to week on a rota basis. Although the area will be divided so that each supervisory assistant looks after a specific group or area each day (s)he 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 areas and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant experience for all concerned.

The midday Supervisor must act as a responsible caring adult with the health, safety, welfare of the children always in mind, must show conduct which commands respect and must see that the children behave at all times sensibly and quietly.

The Midday Supervisor 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 the Senior Midday Supervisor, Headteacher or Deputy Headteacher.

To support and contribute to the school's responsibility for safeguarding children.

Specific responsibilities include:

These will be allocated by the Headteacher and Senior Midday Supervisor in accordance with scheme of midday supervision for the school.

Duties and responsibilities - supervision of dining areas

- Control queues to dining areas.
- See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan, and brush is readily accessible.
- See that trays are not left in dangerous positions, and are cleaned where necessary.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- Encourage the pupils to leave the table clean.
- Ensure the dining areas are left clean and tidy.
- Aim to clear all dining areas of pupils every day where possible by 12.50pm.

Duties and responsibilities - supervision of outside dining areas

- Arrange your supervision so you move around amongst the children within the area you are covering.
- Ensure acceptable standards of behaviour are maintained.

- Try to avoid children hurting themselves.
- Once lunch has been eaten engage with the children in activities which promote healthy and active lifestyles.
- Regularly rotate activities on offer to the children.
- Promote the inclusion of all pupils.

Duties and responsibilities – training

- Participate in appropriate school based meetings and training activities.
- Review and develop own professional practice by attending relevant courses and provide feedback to colleagues.

Duties and responsibilities – general

- Responsibility to the Headteacher for the supervision of children throughout the mid-day break (i.e. the interval between the close of morning school and recommencement of school in the afternoon) and for an additional 15 minutes before or after the lunch time break.
- Ensure all pupils return to their classroom at the end of lunchtime.
- To respect the confidentiality of sensitive information divulged by staff, parents/carers and pupils. • Contribute to the overall ethos, aims and work of the school.
- To understand and comply with the school's and local authority child Protection policy and guidelines.
- Maintain confidentiality at all times and to observe Data Protection guidelines.
- Understand and comply with the school's equal opportunities and other policies.
- Understand and comply with the school's behaviour policy.
- To understand and comply with the school's Health and Safety policy.
- Ensure the health, safety and welfare of pupils is maintained at all times.
- Provide comfort and immediate care in case of minor accidents, and report serious incidents to the appropriate person for action.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Carrying out any other instructions given by the Headteacher reasonably falling within the remit of the post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.