



Essendon C of E (VC) Primary School

Let us consider how to stir up one another to love and good works

Job Description

JOB TITLE: Early Years Practitioner with Midday Supervisory responsibilities.

RESPONSIBLE TO: the Early Years Leader or Inclusion Manager.

PAY RANGE: H2-H3

JOB PURPOSE: (i) To provide support to teachers in the management of pupils' learning; and (ii) To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils.

Main duties – Early Years:

- ◆ To assist with the planning and delivery of learning activities;
- ◆ To work with individuals, small groups or occasionally a class of children under the direction of the class teacher as required;
- ◆ To observe the learning of pupils and record these observations accurately and professionally for the use of other staff members and the pupil's family, including feeding these into the planning cycle;
- ◆ To keep ongoing records of pupils achievements and provide them with feedback on how they can progress in their learning;
- ◆ To attend to pupils' personal and emotional needs, including social, health, hygiene, first-aid and welfare matters;
- ◆ To assist with the development of individual education plans and personal care programmes;
- ◆ To supervise, and provide individual support for, pupils with identified special educational needs;
- ◆ To prepare resources; prepare and clear classrooms; and assist with the display of pupils' work;
- ◆ Provide clerical/admin support, e.g. photocopying, typing, filing, collecting money, record keeping;
- ◆ Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher; and
- ◆ Liaise with parents and carers, under the direction of a teacher.

The jobholder must:

- ◆ Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.
- ◆ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- ◆ Have undertaken a DBS check.
- ◆ Contribute to and support the overall aims and ethos of the school.
- ◆ Participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

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.

Main duties – Midday Supervisory Assistant

- ◆ Supervision of pupils (those who have a school meal as well as those who bring their own food) immediately before, during and after the midday meal).
- ◆ Supervision of hand washing as required.
- ◆ Supervision of pupils' entry into the hall, including any walk or journey to the hall which might be required.
- ◆ Assistance for pupils, where necessary, to carry trays to their table and to return empty dishes etc.
- ◆ Assistance for pupils, where necessary, to cut up food and guidance on the proper use of cutlery.
- ◆ Assistance in the clearance of any spillage etc if required.
- ◆ Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
- ◆ Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Policy and any child's Individual Plan.
- ◆ Organising play/games as appropriate, including inside school on wet days; and promoting and engaging in positive play.
- ◆ To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

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.