**Job Title: Midday Supervisory Assistant**

**Location**: Highwood Primary School

Pay Grade: HA

Purpose of the Role: To ensure the safety and wellbeing of pupils during the lunch period

Responsibilities:

* Prepare the layout of the tables in preparation for lunch including laying up tables.
* Supervise the pupils when they are in the dining room eating lunch, encouraging good social skills and manners
* 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.
* Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
* Setting out and storing equipment
* Encourage pupils to select and eat healthy balanced meals
* Provide a safe environment for pupils to play/socialize outside
* Encourage children to be resilient and independent and follow the values of their school
* Ensure the behaviour system is followed and deal with incidents accordingly. Report to senior staff in line with the schools policy
* Provide first aid during the lunch period as required

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| **Knowledge, experience and training**  Health and Safety  Level 1 Safeguarding / Awareness of keeping children safe  Understanding of the Schools Ethos, Vision and Values  Manual Handling  First Aid certificate  Expectation of attendance for Inset day training  *Part-time staff need to be trained to the same standard as full-time staff in order to perform their roles effectively and should not be disadvantaged due to their part-time contracts.*  *Highwood Primary School therefore recommend that part-time staff attend all necessary training days/none pupil days.* | **Competencies**  Communication  Team working  Active listening  Sensitivity  Initiative |

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process*

*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.*

This job description has been agreed by the parties below:

Name: ………………………………………………………………………………………………

Signed: ……………………………………………………………………… Date: ………………………………….

Name: Mrs Bindu Rai, Headteacher

Signed: ……………………………………………………………………… Date: ………………………………….