

Job Description

Midday Supervisory Assistant

Responsible to:	Business Manager, Deputy Head Teachers, Head Teacher
Responsible for:	N/A
Purpose:	Welfare, Health and Safety of Pupils at lunchtime (hall & playground)
Hours:	11.30am to 1.30pm, Monday to Friday, Term Time Only
Grade:	Living Wage - £8.45 per hour as at 1 st April 2017
Location:	Woodfield Primary School

As a member of staff you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience. Therefore, you could be required to work in any school within the Academy Trust.

Organisation	The Rose Learning Trust
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Main Duties and Responsibilities:

- To be responsible for the welfare, health and safety of pupils during lunchtime & breaks both in the food hall and on the playgrounds as directed.
- To assist children with the serving of food.
- To be a positive role model for children providing assistance in the use of cutlery at lunchtime.
- To ensure tables are kept clean and pots removed in a timely fashion.
- To ensure lunchtime thanks are given prior to every sitting.
- To ensure the food hall is free from any spillages at all times to promote good health and safety.
- To promote and foster good relationships between pupils through the engagement in play and games activities.
- To identify, lead and encourage pupils to take part in activities and games appropriate to their age and abilities.
- To challenge inappropriate behaviour and to provide pupils with boundaries of acceptable behaviour in line with our behaviour and inclusion policy.
- To administer appropriate sanctions where necessary.
- To investigate and identify any causes of concern displayed by pupils and to report these where appropriate to the Inclusion Team/Safeguarding Lead or your Line Manager accordingly.
- To arrange / administer first aid.

Other Information

- All staff in school must undertake annual Prevent and Safeguarding Training.
- MSAs are expected to undertake First Aid training and refresh as required.
- All staff must hold an acceptable enhanced DBS check in line with the safer recruitment guidance (this will be undertaken by the school on appointment if you do not hold a portable DBS check).

The postholder's duties must be carried out in compliance with the school's policies and procedures including child protection procedures, Health and Safety Policy, Equal Opportunity Policy and the Health and Safety at Work Act (1996).

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities without changing the general character of the post.