Job Description and Person Specification
Midday Supervisory Assistant GR0394

Job details	
Job title	**Midday Supervisory Assistant**
School	**Recreation Road Infant School**
Section	
Location	
GR Number	**GR0394**
Grade	**Scale A**
Responsible to	**Headteacher/Deputy Headteacher or Senior Midday Supervisor**
Responsible for	**Lunchtime support**
Effective date	**8.6.26**

Role and context

Job purpose

- Supervise pupils under the direction of the Headteacher/Deputy or Senior Midday Supervisor
- To ensure the safety and well-being of pupils and the adherence with school procedures while in play areas, the dining room, classrooms or in transit between schools where appropriate.

Context

Job Family: Classroom and Pastoral

Other Job Information (e.g. any special factors or constraints)

There are three levels of Midday Supervisors. The 'Job grading guidance for schools' shows the distinction between the levels and should be used to establish the correct grade and to supplement the information in the job description. The guidance also gives grading information on other classroom and pastoral jobs in schools.

Principal Accountabilities

Accountability	Order of importance (1 = most important etc)
Supervision of children in all areas of the school, including the dining room, play areas, classroom – as directed by either the Senior Midday Supervisor or the Headteacher in order to ensure the safety and good behaviour of the children.	**1**
Supervision of children during the meal to ensure that a good atmosphere is maintained. Encourage good eating habits and assisting younger children where necessary.	**2**

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Principal Accountabilities (continued)	
Accountability	**Order of importance** (1 = most important etc)
The maintenance of good order at all times to ensure school standards are adhered with.	**3**
General assistance in the dining area as necessary, e.g. wiping up spillages to ensure a safe and ordered environment is maintained at all times.	**4**
Supervision of movement of pupils to and from dining room in order to ensure the safety and well-being of the pupils.	**5**
Set up and clear away tables in dining room.	**6**

Person specification

Skills/knowledge

1. Empathy with children
2. Able to exert authority and give directions/instruction in a confident manner
3. Able to communicate with children and adults
4. Knowledge of school standards and procedures
5. Knowledge of health and safety regulations within a school environment, Basic Health and Safety Training, plus awareness of how to obtain information on children's allergies or asthma, etc and how to use epipens, etc.
6. Flexibility
7. Approachability

General information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

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