

## **Job Description**

**Post Title** Midday Supervisory Assistant

**Grade** N3

**Responsible to** Head Teacher and rest of Senior Leadership Team

**Job Purpose** To ensure the safety and welfare of children with a wide range of physical, learning, emotional and behavioural needs on the school site during lunchtime break.

**Main Duties** The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Collection of children from their classrooms or the playground and escort them to the dining room or to the toilets for washing, toileting, changing etc in preparation for, during and following lunch.
2. Supervision of children eating their meals in the lunch hall.
3. Maintaining discipline throughout the lunchtime break in accordance with guidance given by the Head Teacher and to report back accordingly.
4. Assisting children to eat their meals and clear up at the end of meal times.
5. Supervision of children on the playground whilst interacting with other children and using equipment.
6. To be aware of, promote and implement Moorside's School policies and procedures relevant to the role, these will include but not be restricted to the Behaviour policy, Code of Conduct, Dress Code, Equality Policy, Fire Procedures, Health and Safety, Safeguarding and Child Protection and Supporting Children with Medical Conditions.
7. Where accidents occur, to be responsible for the administration of first aid where appropriate and to record accidents using the appropriate procedures such as post it notes or accident forms ensuring all the information is accurate and complete.
8. The postholder will have responsibility for promoting and safeguarding the welfare of children that they are responsible for, or comes into contact with. They will ensure that disclosures and other matters of concern are promptly shared with the Head Teacher or other Designated Safeguarding Lead in school.
9. To maintain confidentiality in relation to all matters concerning the circumstances and well-being of the children.