SPRINGHILL CATHOLIC PRIMARY SCHOOL

We strive to achieve excellence in all that we do as we follow the Gospel values of Jesus Christ.

Together, we will do our best for Jesus.

MID DAY SUPERVISORY ASSISTANT

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure check with the Disclosure and Barring Service. It is an offence to apply for a role working with children if the applicant is barred from engaging in regulated activity

JOB DESCRIPTION: MID DAY SUPERVISORY ASSISTANT

MAIN PURPOSE OF THE JOB

To ensure the safety, welfare and good conduct of pupils during the lunchtime period, in accordance with the school's policies, practices and procedures. You will contribute to creating a safe, positive and enjoyable lunchtime environment for all pupils

Duties and responsibilities

Supervision of pupils

- Supervise pupils in dining areas, playgrounds and other parts of the school premises during lunchtime
- Ensure pupils remain safe and well and are always supervised in accordance with the rotas given.
- Encourage positive behaviour and uphold the school's behaviour expectations
- Promote respectful and inclusive interactions between pupils.
- Address minor behavioural issues and report significant incidents to appropriate staff.

Dining Hall Responsibilities

- Support the smooth and orderly movement of pupils into and out of the dining hall.
- Encourage good table manners and positive eating habits.
- Assist younger pupils where appropriate.
- Undertake associated ancillary duties, including cleaning up spillages and ensuring tables and dining areas are left clean and tidy

Playground and Welfare Responsibilities

- Supervise and encourage safe play during lunchtime.
- Promote inclusion and positive engagement in playground activities.
- Provide welfare support to pupils as required.
- Administer basic first aid where trained and appropriate and attend any training necessary to undertake these responsibilities.
- Report accidents, injuries and welfare concerns in accordance with school procedures

Health, Safety and Security

- Ensure school site security is always upheld.
- Be vigilant in identifying and reporting potential hazards.
- Follow all school health and safety procedures and safeguarding requirements.
- Help maintain a safe environment for pupils, staff and visitors.

General Responsibilities

- Carry out any other duties relating to lunchtime supervision as directed by the Deputy Headteacher or Senior Leadership Team
- Attend relevant training and meetings as required.
- Support the ethos, values and policies of the school.
- Undertake other duties that reasonably fall within the scope of the role following consultation with the postholder

Professional development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Abide by the staff code of conduct

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person Specification – Mid Day Supervisory Assistant

	Essential	**Desirable**
Experience	Experience of working with primary aged children Empathic to school's Catholic ethos Warmth care and sensitivity when dealing with children Ability to work as part of a team	Experience of working with children in a school setting Bring personal interests and enthusiasms to the school community
Qualifications & Training		Current First Aid qualification. Experience of providing first aid or welfare support to children
Personal qualities	Reliable, punctual and trustworthy. Patient, caring and approachable. Positive and professional attitude. Willingness to work outdoors in all reasonable weather conditions Willingness to undertake training relevant to the role.	
Skills and Abilities	Ability to communicate effectively with children and adults. Good standard of spoken English in accordance with Part 7 of the Immigration Act 2016, appropriate to the role. Ability to work effectively as part of a team. Ability to supervise children in a calm, fair and consistent manner. Ability to promote positive behaviour and manage minor incidents appropriately. Ability to follow school policies and procedures.	Ability to encourage inclusive play and social interaction. Understanding of child development and behaviour management strategies. Knowledge of guidance and requirements around safeguarding children

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