**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

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| **School/College:** | **Walpole Cross Keys Primary Schools** |
| **Job Title** | **Midday Supervisory Assistant** |
| **Grade:** | **Grade A, Point 6 (£8.50/hour)** |
| **Hours/weeks:** | **5 hours per week, 38 weeks per year (term time only)** |
| **Responsible to:** | **The Executive Head Teacher and Deputy Head, Assistant Head, Senior Midday Supervisor and the governing body.** |
| **Working With:** | **Senior Midday Supervisor and Midday Supervisors** |

**Purpose of the Job**

* Supervise pupils under the direction of the Executive Headteacher/Deputy, Assistant Head 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 school buildings where appropriate.

**Responsibilities**

* 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 Executive Headteacher in order to ensure the safety and good behaviour of the children.
* Supervision of children during the meal to ensure that a good atmosphere is maintained. Encourage good eating habits and assisting younger children where necessary.
* The maintenance of good order at all times to ensure school standards are adhered with.
* 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.
* Supervision of movement of pupils to and from dining room in order to ensure the safety and well-being of the pupils.
* Set up and clear away tables in dining room. show initiative, be flexible and work successfully as part of our happy team
* Encourage children to play with equipment
* Join in with play activities
* Organise games with the children
* Help with first aid
* Show initiative, be flexible and work successfully as part of our happy team

**Job context and flexibility**

To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current but it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

The post holder has an implicit duty to promote the welfare of all children and young people. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

 **Walpole Cross Keys Primary School**

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| **Criteria** | **Essential** |
| **Skills/Knowledge** | * Empathy with children * Able to exert authority and give directions/instruction in a confident manner * Able to communicate well with both children and adults * Knowledge of school standards and procedures * 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. Willingness to obtain First Aid qualification if needed for the role. * Flexibility * Approachability |

**Midday Supervisory Assistant – Personal Specification**