

## JOB DESCRIPTION

<b>School/College:</b>	<b>Heacham Junior School</b>
<b>Job Title:</b>	<b>Midday Supervisory Assistant</b>
<b>Grade:</b>	<b>Scale A, Point 6 (£9.00/hour)</b>
<b>Hours/weeks:</b>	<b>5 hours per week (5 days a week), 38 weeks per year (Term Time only)</b>
<b>Responsible to:</b>	<b>The Executive Head Teacher Members of the senior leadership team (SLT) Senior Midday Supervisor Governing body</b>
<b>Working With:</b>	<b>Pupils Senior Midday Supervisor Members of the senior leadership team (SLT) The Executive Head Teacher Governing body</b>

### **How to apply**

This role is open to internal applicants only. To apply, please complete a letter of application which demonstrates your suitability for the role. Please e-mail your letter of application to: [recruitment@westnorfolkacademiestrust.co.uk](mailto:recruitment@westnorfolkacademiestrust.co.uk)

### **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 schools 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.

#### **Other**

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Executive Headteacher.

#### **Job context and flexibility**

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 at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary. This Job Description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy's financial regulations.

The post holder will have a shared responsibility for the safeguarding of all children and young people. 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.

## PERSON SPECIFICATION

Criteria	
Skills/Knowledge	<ul style="list-style-type: none"><li>• Empathy with children.</li><li>• Able to exert authority and give directions/instruction in a confident manner.</li><li>• Able to communicate well with both children and adults.</li><li>• Knowledge of school standards and procedures.</li><li>• 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.</li><li>• Flexibility.</li><li>• Approachability.</li></ul>