**JOB DESCRIPTION**

**Midday Supervisory Assistant** Scale 1

**RESPONSIBLE TO**  Headteacher

**MAIN PURPOSE OF THE JOB**

To be responsible for the care and supervision of the children before and after meals, covering the full interval between the close of the session preceding the meal and the re-opening of the session after the meal, in accordance with the Council’s policies and procedures.

* Supervise the washing of hands of pupils.
* Supervise entry/exit into/from the dining hall by the pupils.
* Assist pupils during the meal service.
* Ensure pupils maintain high standards of behaviour, reporting any cases of misbehaviour, especially bullying, as appropriate.
* Clear up all spillages during mealtime promptly.
* Assist in wiping up tables, chairs when necessary at end of the meal.
* Supervision of children in designated areas ensuring good conduct in behaviour in accordance with the schools respectful relationship policy.
* Initiate games and activities where appropriate, whilst maintaining broad supervision.
* Supervise children in classrooms during inclement weather.
* Engage pupils in safe, enjoyable, and creative activities.
* Perform basic first aid for minor incidents/accidents.
* Maintain accurate and relevant incident/accident records.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* Role requires working with a team.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
* Undertake any other duties that are commensurate with the post.

**GENERAL**

* Comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
* Any other duties deemed appropriate towards the provision of a high quality service.