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CHILDREN’S SERVICES

JOB DESCRIPTION

POST TITLE: Activity Midday Supervisory Assistant

GRADE: Band 4

RESPONSIBLE TO: Head Teacher

Overall Objectives of the Post

To supervise children from 3 to 11 year olds, throughout the whole of the lunch time break and take responsibility for organizing small group, whole class and individual games activities to engage the children in play.

Hours of Work

11.30a.m – 1.15p.m i.e. 1.75 hours per day/ 8.75 hours per week, or such hours determined by the Governing Body. The times of starting and finishing each day to be determined by the Head Teacher and may be subject to alteration.

Key Tasks of the Post

*1. To provide support to pupils. You will:*

* Check that all children have washed their hands before entering the dining hall and, where necessary, help younger children to do so.
* Train children to use the cutlery correctly and to observe table manners.
* Be responsible for the general standard of behaviour in the dining hall.
* Help children who have difficulties eating independently e.g. cutting up meat.
* Encourage the children to eat their meals and to try everything on their trays.
* Support the children in their skills.
* Plan and organise equipment inside and outside the classroom to develop social and physical skills.

*2. To provide support to the school. You will:*

* Ensure that all spillages of food or liquid both on the table and on the floor are cleaned up immediately in order to maintain a safe and hygienic environment.
* Deal immediately with any hazards which could cause an accident in the dining hall.
* Supervise the children at play, indoors and outdoors, after they have left the dining hall and organise competitive and individual games for children.
* Provide first aid to children (if in receipt of the appropriate first aid qualification).
* Display commitment to the protection and safeguarding of children.
* Provide intimate care where required for the children in their care, in conjunction with another member of staff.
* Maintain the principles and procedures set out in the Schools’ Mission Statement and Behaviour Policy.

*3. To provide support to the teacher. You will:*

* Give immediate attention to accidents and report them as soon as possible to the Head Teacher, Teacher on Duty or Early Years staff, sending a child to the qualified First Aid staff if necessary.
* Inform the Head Teacher or Deputy Head Teacher of concerns about unacceptable behaviour. (Class teachers will be informed of incidents, if it is deemed necessary, by the Head Teacher.)
* Attend any training courses that the Head Teacher may consider appropriate to the duties of the job.
* Maintain the principles and procedures set out in the Schools’ Mission Statement and Behaviour Policy.
* Build up positive relationships with the children.
* Carry out any other duties as deemed appropriate by the Head Teacher relating to the supervision of children.

Conduct

1. Smoking during the hours of employment is forbidden, as well as anywhere on school premises.
2. Every attempt should be made to establish a friendly, but firm relationship with the children.
3. Some clothing, such as an overall will be provided by the school if deemed appropriate and must be worn whilst on duty.
4. Please arrive in school 5 minutes before commencing duties.
5. Please note that holidays should not be taken during term time.
6. Professional conduct and confidentially is essential for this role.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

Employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: CM/AR/CL

Date: 2.12.22