



JOB DESCRIPTION	
DIRECTORATE: Education	JOB TITLE: Midday Supervisory Assistant
GRADE: G2 SCP3 -6	
REPORTS TO: Head Teacher/Midday Controller (or other designated person)	
1.	PURPOSE OF JOB: To be responsible to the Headteacher, through the line manager, or other designated person, for the supervision of children during the midday break.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES Supervise children during the meal, in the playground, classrooms, corridors, cloakrooms, toilets, etc and escort children between premises where necessary. Where applicable may also be required to prepare rooms for dining, including setting out tables and chairs or desks covers, as appropriate. Distribute meals and serve water where required. Clear tables and collect rubbish, wash and stack away tables, chairs, water jugs and covers and clean dining area as required.
1.	Supervise children during the meal, in the playground, classrooms, corridors, cloakrooms, toilets, etc and escort children between premises where necessary.
2.	Where applicable may also be required to prepare rooms for dining, including setting out tables and chairs or desks covers, as appropriate.
3.	Distribute meals and serve water where required.
4.	Clear tables and collect rubbish, wash and stack away tables, chairs, water jugs and covers and clean dining area as required.
3.	MANAGEMENT OF PEOPLE <i>[full managerial responsibility e.g. recruit, appraise, discipline etc]</i> SUPERVISION OF PEOPLE <i>[i.e. day to day supervision of & quality check of work]</i>

	No direct management responsibilities but is required to occasionally demonstrate duties, give advice and guidance to employees, students or trainees.
4.	<p>CREATIVITY AND INNOVATION <i>What innovative and imaginative responses to issues are required to resolve problems?</i></p> <p>Work carried out within procedures presenting little opportunity for creativity only within the clearly defined role, e.g. a query from a pupil. Queries of a complex nature may be referred to a line manager.</p>
5.	<p>CONTACTS AND RELATIONSHIPS <i>What personal contacts and relationships are required with other people and organisations to carry out the job?</i></p> <p>The post holder will have contact with Headteacher, school employees and pupils there may be occasional contact with visitors to the school.</p>
6.	<p>DECISIONS <i>A requirement to make decisions or recommendations. The extent to which policies, procedures or other guidelines affect your decisions.</i></p>
	<p>a) Discretion – <i>The postholder has the following discretions:-</i></p> <p>The post holder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to special educational needs, child protection and behaviour management.</p>
	<p>b) Consequences – <i>The consequences of the postholder’s decisions can be anticipated to impact on the following:</i></p> <p>Child centred and impacts on activities during lunchtime period</p> <p>Any errors should be easily identified and rectified.</p>
7.	<p>RESOURCES <i>The postholder is personally accountable/responsible for the following:-</i></p> <p>Little or no responsibility for physical resources e.g. children’s personal possessions</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands – <i>Impact of deadlines and changing and conflicting priorities.</i></p> <p>Interruptions are intrinsic to the role but cause no major change to the overall task</p>
	<p>b) Physical Demands – <i>Continuing physical effort, bending, lifting, pushing etc</i></p> <p>Possibly moving handling furniture, assisting children to get lunch, cutlery, plates etc.</p>
	<p>c) Working Conditions – <i>Exposure to disagreeable or unpleasant conditions.</i></p> <p>Subject to a moderate amount of noise that is generally expected when working with a number of children. Carry out personal care and hygiene duties. Work in normal school environment sometimes in school grounds.</p>
	<p>d) Work Context – <i>Potential risk to safety & well being, including abuse and aggression</i></p> <p>The postholder may have limited exposure to abuse\aggression from pupils, parents and carers.</p>
9.	<p>KNOWLEDGE AND SKILLS <i>required to be fully competent in the post</i></p>

	<p>Formal qualifications are not essential for this role. However, the post holder should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team.</p> <p>Essential for the post holder to have GCSE (Grade A to C) or equivalent in Maths, English or equivalent level of competency.</p>
10.	GENERAL
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p>	
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with School Equal Opportunities policies.</p>	
<p>Health and Safety - The postholder is required to carry out the duties in accordance with the School Health and Safety policies and procedures.</p>	