

JOB DESCRIPTION

POST:	Midday Supervisory Assistant
GRADE:	Grade AB2
RESPONSIBLE TO:	Designated Safeguarding Lead – Primary
STAFF MANAGED:	None
JOB PURPOSE:	To work as part of a team monitoring pupil behaviour during the midday break to ensure a caring and safe environment.
JOB CONTEXT:	Required to work indoors and outdoors when supervising the children and young people to ensure their safety. Enhanced DBS Clearance required.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES:	
Operational Issues	<ul style="list-style-type: none"> • Supervise the playground area, playing fields, cloakrooms and classrooms etc during the lunchtime break. • Assist with the removal of food and equipment once pupils have eaten their lunch. • Deal with minor first aid incidents; follow appropriate procedures for recording and reporting. • Assist in the implementation of appropriate behaviour management strategies as required. • Observe a child or young person's behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff. • Resolve minor disputes between pupils. • Assist in the supervision of other activities during the midday break, including setting out and storing equipment.
Communications	<ul style="list-style-type: none"> • Establish rapport and respectful, trusting relationships with children, young people and those caring for them. • Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner. • Communicate effectively with all staff and pupils. • Provide support and encouragement to children and young people.
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate. • Be aware of and comply with policies and procedures relating to child protection, confidentiality, health,

	<p>safety and security.</p> <ul style="list-style-type: none"> • Be aware of own (and others') professional boundaries. • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
Systems and Information	<ul style="list-style-type: none"> • Participate in the school's performance management scheme. • Participate in training and other learning activities and performance development as required. • Attend staff meetings and training days by agreement with the Headteacher.
Data Protection	<ul style="list-style-type: none"> • To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the equality Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • Coast and Vale Learning Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Coast and Vale Learning Trust Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • Coast and Vale Learning Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and

	<p>mistreatment.</p> <ul style="list-style-type: none"> • Coast and Vale Learning Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of issue	July 2024

Person Specification

Essential upon appointment	Desirable upon appointment
Knowledge	
<ul style="list-style-type: none"> Awareness of health and hygiene issues 	<ul style="list-style-type: none"> Behaviour management Good written and verbal communication skills
Experience	
<ul style="list-style-type: none"> Experience appropriate to working with children 	
Occupational Skills	
<ul style="list-style-type: none"> Judgemental skills Demonstrable interpersonal skills Ability to work successfully in a team Confidentiality Initiative 	
Qualifications	
	<ul style="list-style-type: none"> Appropriate first aid training or willingness to undertake training (dependent on the schools needs)
Other Requirements	
<ul style="list-style-type: none"> Enhanced DBS Clearance To be committed to the school's policies and ethos To be committed to Continual Professional Development Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours and attitudes and be able to use authority and maintain discipline To assist in ensuring that the Trust's equalities policies are considered within the school's working practices in terms of both employment and service delivery 	

