

Job Title:	Midday Supervisory Assistant	Job Category:	Support
Department/Group:	Midday Supervision	Job Code/ Req#:	MDS
Location:	Biggleswade	Travel Required:	No
Level/Salary Range:	1D point 1	Position Type:	Perm
Reports to:	Associate Principal	Weeks per year:	38
Job Purpose			
<ul style="list-style-type: none"> To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils 			
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> The supervision of pupils during the lunchtime break. Ensuring all Safeguarding procedures are followed. The supervision of pupils' entry into the dining areas. Assisting pupils where necessary to carry trays to table and to return empty dishes to service counter Wiping tables and helping to put away tables and chairs when requested. Assisting pupils who are unwell and summoning any assistance needed to deal with injuries or illness. Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Rewards and Sanctions Policy. Have a commitment to the importance of play. Organising play/games as appropriate. Are prepared to work inside and outside in all weather conditions. Have a good understanding and commitment to Equality, Diversity and the principles of inclusion Can develop, lead and work as part of a dynamic and committed team. <p><i>While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.</i></p>			
Reviewed By:	S Spruth	Date:	May 2023
Approved By:	D Briars	Date:	May 2023
Last Updated By:	S Spruth	Date:	May 2023