

Post title: Midday Supervisory Assistant

Hours: 10 hours per week, 2 hours per day, Monday – Friday
11.30 – 13.30 (term-time, 38 weeks)

Salary Scale: Hay Grade 1 - £5,532 - £5,619 per annum, actual

Responsible to: Class Teacher



Job Description

Purpose of Role:

Working under the direction of the Headteacher and / or Deputy Headteacher, the postholder is required to ensure the safety, welfare and good conduct of pupils during the midday break period, whilst following safe working practices and procedures – in order to maintain a healthy, clean and safe learning environment for pupils and staff.

Main duties:

1. Supervision of the pupils in the dining areas, play areas and school premises to ensure the maintenance of good order, discipline and safety.
2. Laying up and clearing away of all eating equipment, tables and chairs.
3. To feed individual children or supervise groups.
4. To encourage appropriate behaviours and eating skills.
5. To seek advice from teaching staff regarding expectations of children.
6. To be aware of evacuation procedures in case of fire.
7. To encourage appropriate behaviours in the play areas and seek current advice regarding children's particular needs.
8. To assist with personal care of pupils following any necessary training.
9. Be aware of all Health and Safety policies and procedures and adopt safe working practices.
10. Undertake any necessary professional development including attendance at staff meetings and training events. Participate in the performance management process and help to identify own training and development needs.
11. Any other task reasonably requested by the Headteacher.

About you

- Experience of working with or caring for children or young people in a group setting of relevant school age.
- Some understanding of first aid, safeguarding within schools and child development.
- English and maths GCSE or equivalent, or willingness to undertake as part of probation.
- A positive team-player and ability to act as a role model to students.

About Us

In the community of St George's School everyone is considered as an individual and is valued equally. Everyone is made to feel welcome and has a voice.

Our school is a safe place to achieve, have fun and to develop skills towards individual, informed paths as we leave school and move forward in life.

We learn to make choices for now and the future and to become as independent and self-sufficient as possible taking our place in society as part of Modern Britain.

We do our personal best and celebrate our achievements however large or small. As a team we experience the world and work towards achieving our goals and dreams and being the best we can be.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION = A TEST = T INTERVIEW = I	
	1. EXPERIENCE, direct work experience, other relevant experience.	W =	
E	Experience of working with or caring for children in group setting of relevant school age.		A/I
D	Record keeping and administrative experience.		A/I
			A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	W =	
E	Basic first aid.		A/I/T
E	Some understanding of the area of safeguarding within schools.		A/I/T
E	Some understanding of child development.		A/I
D	Some understanding / experience of children with SEN.		A/I
			A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W =	
E	Basic ICT skills.		A/I
E	Good communication skills – able to adapt them appropriately including willingness to learn Makaton.		A/I
E	Some understanding of positive behaviour management strategies and willingness to undertake PROACT SCIP UK® training.		A/I
			A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.	W =	
E	English and Maths GCSE or equivalent.		A/I
D	Science and one other subject area GCSE or equivalent.		A/I
D	First aid certificate.		A/I
D	May require relevant certifications including evidence of fluency in English Language		A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	W =	
E	Good relationship with pupils – acting as a role model.		A/I
E	Good team player.		A/I
E	Flexibility – e.g. being prepared to work / cover in any area of the school as required.		A/I
			A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	W =	A/I
	CONTRA INDICATIONS, if any	W =	