



JOB DESCRIPTION SUPPORT STAFF



JOB TITLE:	Midday Supervisory Assistant
GRADE:	Grade B
HOURS PER WEEK:	2.5 Hours, term time only
WORKING PATTERN:	30 minutes timetabled within 12:15pm - 1:45pm (subject to time changes dependant on establishment requirements)
RESPONSIBLE TO:	The Headteacher through the Deputy Head and the Senior Midday Supervisory Assistants
RESPONSIBLE FOR:	Supervising students at lunchtime
JOB PURPOSE:	To work under the direction of the Headteacher or SMSAs to provide supervision for students during lunchtime

GENERAL RESPONSIBILITIES

1. To promote and safeguard the health and wellbeing of students through knowledge and understanding of appropriate policies e.g. Child Protection.
2. Have responsibility for good working practices including health and safety.
3. Ensure services are delivered in accordance with the aims of the equality Policy Statement.
4. Develop own and team members' understanding of equality issues.
5. Develop an understanding of the agenda for safeguarding and promoting the welfare of children.

SPECIFIC RESPONSIBILITIES

1. To supervise and control queues in corridors, staircases and the dining room.
2. To supervise students clearing tables and transferring dishes to the wash up area. To supervise students eating lunches.
3. To supervise students in the outdoor areas and other areas of school.
4. To report accidents, illness and disciplinary problems to the SMSA.
5. To ensure cloakroom areas are kept tidy and free from litter at the end of lunchtime.

The duties of the post may vary from time to time without changing their general character or the level of responsibility involved.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other such reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

SIGNED POSTHOLDER

NAME & DATE

SIGNED LINE MANAGER

NAME & DATE

Revised July 2021