

JOB DESCRIPTION	
Job Title	Midday Supervisory Assistant
Salary Scale	A
Weeks Worked	Term Time Only
Location	Tunstead Primary School

MAIN PURPOSE OF ROLE

- To supervise pupils under the direction of the Leadership team or Senior Midday Supervisor.
- To ensure the safety and well-being of pupils and the adherence with school procedures while in play areas, the dining room, classrooms or in transit between rooms where appropriate.
- Set out and clear down tables.

PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

- Supervision of children in all areas of the school, including the dining room, play areas, classroom, – as directed by either the Senior Midday Supervisor or the leadership team in order to ensure the safety and good behavior of the children.
- Supervision of children during the meal to ensure that a good atmosphere is maintained. Encourage good eating habits and assisting younger children where necessary.
- The maintenance of good order at all times to ensure school standards are adhered with.
- General assistance in the dining area as necessary, e.g. wiping up spillages to ensure a safe and ordered environment is maintained at all times.
- Supervision of movement of pupils to and from dining room in order to ensure the safety and well being of the pupils.
- Set up and clear away tables in the dining room.
- Picking up any litter from corridors and classrooms.

PERFORMANCE MANAGEMENT

Participating in the Tunstead's arrangements for performance management and professional development.

MISCELLANEOUS

The Data Protection Act 1998 renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

Tunstead Primary will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Tunstead's Equal Opportunities Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and task, but sets out the main expectations of Tunstead Primary in relation to the post holder's professional responsibilities and duties.

Tunstead Primary School is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by Tunstead Primary School.