

Job Description and Person Specification

Job title	Midday Supervisory Assistant
Reports to	Deputy Headteacher
Contract	Permanent
School	City Academy Whitehawk
Location	Whitehawk Road, Brighton, BN2 5FL
Grade	Brighton and Hove School Support Staff NJC Pay Scale; Grade 1-2CP 4 to 4
Hours	5 per week
Working weeks	Term time only

Job description

Role purpose

To prepare the dining room for school lunches and clear away afterwards. To supervise, and ensure the safety welfare, good conduct and safeguarding of, pupils inside and outside the school building throughout the midday break. To work as part of a team to ensure a positive lunchtime for all pupils.

Key tasks

- Be proactive in ensuring a successful lunchtime for all pupils
- Provide positive praise for all and any behaviour and attitudes that support positive outcomes for all pupils during lunchtimes
- Model collaborative, positive and calm behaviour and attitudes that pupils can aspire to
- Prepare the dining hall for lunch, including setting out and laying up tables
- Work with other members of the team to ensure the lunch break starts and finishes on time
- Ensure that all pupils have either a cooked or packed lunch
- Serve lunch and drinks
- Encourage pupils to eat healthily and try new foods
- Clear spillages from the floor or tables, as necessary
- Clear up the dining hall after the lunch break, including clearing up food and wrappers left on the floor, wiping the tables and sweeping the floor
- Supervise pupils in the dining hall, in the playground and/or inside the school during play
- Ensure pupil's safety during the lunch break
- Actively promote positive behaviour and good relationships in line with school processes and procedures
- Help resolve conflict where necessary in line with school processes and procedures

- Intervene and deal with inappropriate behaviour in accordance with the Behaviour Policy and Procedure and, where necessary, report difficulties to your line manager
- Have knowledge of individual pupil's special needs and requirements
- Support (and attend to, if trained to do so) pupils who feel ill or become unwell during lunch break, referring them to a first aid trained colleague where necessary
- Report incidents in line with school policy

Support of Colleagues

- Work proactively and collaboratively with other members of the staff team

Self-Development

- Attend staff and team meetings as required. (This may require additional hours to be worked, for which overtime will be paid)
- Participate in training and other learning activities offered by the school
- Improve own practice, including through observation, evaluation and discussion with colleagues

Legislative and Procedural Compliance

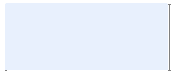
- Maintain confidentiality on all school matters at all times
- Follow all legislation and best practice relevant to your role
- Follow all school and Aurora Academies Trust policies, procedures and guidelines

Safeguarding and Child Protection

- All staff have a responsibility for providing and safeguarding the welfare of children and young people they come into contact with
- All staff must comply with the school's Safeguarding Policy
- If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy
- It is a requirement of the role that appropriate safeguarding and child protection training is undertaken
- A Disclosure and Barring Service (DBS) Check will also be required, and any additional checks recommended by Keeping Children Safe in Education may be undertaken (which may include online and social media checks)

The list of duties in this job description should not be regarded as exclusive or exhaustive.

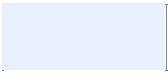
This job description details the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.



Aurora Academies Trust reserves the right to update this job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any significant proposed changes.

Person specification

	Criteria	E = Essential D = Desirable	Assessed by A = Application C = Certificates I = Interview
Qualifications	First aid trained, or willingness to become so	D	A/I
Experience	Experience of working in an environment with children and/or young people	D	A
	Experience of establishing positive relationships with children and/or young people	D	I
	Experience of working as part of a team	D	A
Skills and abilities	Ability to use language and other communication skills that pupils can understand and relate to	E	I
	Ability to demonstrate active listening skills	E	I
	Ability to carry out manual handling of tables and chairs	E	I
	Ability to remain calm and patient under pressure, whilst working to deadlines	E	I
	Ability to work effectively and supportively as a member of the school team	E	I
	Ability to work in an organised and methodical manner	E	I
Knowledge	Knowledge of basic hygiene procedures	E	I
	Knowledge of, or willingness to learn, the legal and organisational requirements for maintaining health, safety and security of yourself and others	E	I
	Knowledge and understanding of managing the behaviour of groups of pupils	E	I
Attributes	Passionate about helping and supporting all children and/or young people	E	I
	Willingness to lead and show initiative	D	I
	Display a commitment to, and an ability to contribute to, the protection and safeguarding of children and young people	E	I
	Model behaviour, attitudes and dress that set the best possible example to pupils	E	I
Other	Ability to maintain confidentiality on all school matters	E	I
	Ability to create and maintain an appropriate environment which ensures the safety of all users of the school	E	I



	Willingness to participate in further training and development opportunities offered by the school, Aurora Academies Trust and the county	E	I
	Flexibility in the approach to work and the demands of the post and to be adaptable to the changing circumstances of the school	E	I
	A commitment to the school's vision, values and ethos	E	I
	A commitment to Aurora Academies Trust vision, values and ethos	E	I