



Job Description

Midday Supervisor Assistant

Responsible to:

Various – school dependent

Overall Purpose of this Post:

To manage pupils throughout the lunchtime period, ensuring they are safely occupied during the lunchtime break

Major Objectives:

- To follow instructions regarding lunchtime arrangements at School
- To organise/supervise support staff and assistants and ensure all operational matters are dealt with accordingly
- To promote acceptable standards of behaviour in compliance with laid down procedures
- To perform all tasks in a calm and orderly manner, and where required in compliance with the relevant procedures
- To liaise with relevant sections of School, providing information as necessary
- To be responsible for dealing with accidents and/or problems of discipline during lunchtime
- To ensure that Health & Safety requirements are adhered to and appropriate systems and procedures are introduced and maintained
- To implement and promote the Trust and the school's policies and procedures relating to all areas of employment and service delivery.

Summary of job tasks: The tasks listed are, generally, only those taking at least 10% of the post holder's time.

- Manages and monitors children and pupils of the School/College during lunchtime break, organises some activities
- Ensures all Mid-day Supervisor staff are aware of their roles and responsibilities; drawing up work rotas, maintaining records of staff, their attendance and absence
- Maintains good order and discipline amongst children and pupils, safeguarding their health and safety
- Provides information for recording purposes to the Head teacher, teaching staff, and support staff, e.g. regarding accidents, problems of discipline, etc.
- Assists children and pupils in their changing (clothes and nappies if required), mobility, feeding escorting to dining area, escorting to classrooms
- Liaises with teaching staff regarding provision and safety of lunchtime activities and regarding specific children, e.g., sports coaches, behaviour mentors
- Undertakes random patrol duties, inside the school or within the grounds, as necessary

Level Criteria Matrix

NB each school may issue school specific detailed tasks related to each post – the responsibility level of these tasks will be within the banding

Element	Level 1	Level 2
People Management	No formal management or supervision.	As lower level plus: Supervisory responsibility for up to 15 Lunchtime Supervisors. Organises work, training, devises rotas, allocates areas to be supervised during lunchtime period. Provides guidance and advice to team. Manages, motivates and organises lunchtime staff and activities. Responds to staff issues and queries, arranges termly meetings with Lunchtime Supervisors. Assists with recruitment of Supervisors.
Creativity required	Responsible for supervising and monitoring pupils during lunchtime periods and lunchtime play activities. Organises some activities for the pupils. Responds to incidents as and when necessary, discussing serious incidents with Manager and/or Behaviour Mentor. Assists special needs pupils in their mobility and feeding as necessary. Sets up play activity areas, when necessary, including relevant equipment and materials.	As lower level plus: Promotes calm and order during lunchtime proceedings. Assists in the implementation of School policy and procedure when required, i.e., Health and Safety, Manual Handling, First Aid and Medical procedures.
Contacts	Communicates with pupils, encouraging their positive social interaction and good behaviour. Monitors and supervises students during lunchtime. Meets with Manager regarding rotas, relevant training, proper use of behaviour policies and procedures. Reports to Manager regarding the behaviour of pupils, i.e. progress, challenging behaviour etc.	As lower level plus: Communicates with children, forms good relationships, responds to pupil's needs. Organises training and delivers to Supervisors on conduct and relevant School Behaviour policies and procedures. Supervises, and responds to pupil's needs. Communicates and liaises with other staff, external agencies, young people and parent/carers. Meets with School staff, including Teachers, Behaviour Mentors, Dietician, Training Specialists to discuss pupils' issues regarding behaviour. Meets with Business / Office Manager and/or Head teacher to discuss any staffing issues.
Decision Making	Assists Manager in their daily tasks, where necessary. Deals with minor medical emergencies as they arise, i.e. administering basic medication, attending to cuts and bruises etc. Records/logs incidents and/or emergencies as they arise. Responds to needs of pupils.	As lower level plus: Organises day-to-day work of Supervisors. Responds to staffing issues accordingly, i.e. rotas, performance, cover, relocation etc. liaising with Business Manager/Office Manager and/or Head teacher. Monitors pupil's needs. Deals with all emergencies and/or disruption amongst pupils during lunchtime periods. Promotes and encourages positive interaction to pupils during lunchtime periods. Recommends specific routines for individual children, and/or works with specific pupils.
Objectives	Assists in ensuring the welfare and safety of pupils during lunchtime periods. To keep play areas are kept secure and tidy.	As lower level plus: Ensures the welfare and safety of pupils during lunchtime periods. To ensure that staff follow the Schools behavioural policies and procedures. To ensure the effectiveness, professionalism and welfare of staff supervised. To ensure that any emergencies are dealt with promptly and with minimum disruption.
Resources Managed or used	Ensures relevant equipment and materials are sufficient and in working order prior to usage. Reports any faults, breakages etc. to Manager. Keeps manual records, little or no use of IT.	As lower level plus: Responsible for safe-handling, maintenance and ordering of any relevant equipment and/or materials used/required during lunchtime periods. Checks that there is sufficient availability and access of First Aid materials and/or medicines. Some use of IT to access contact details for pupils. Maintains staff information for rotas.
Interruptions and conflict situations & frequency	Responding to, and assisting to resolve problems and requests throughout the lunchtime period	As lower level plus: Responsible for weekly planning of tasks, i.e. staff rotas, ensures play equipment and materials are available and in working order, ensures work is carried out correctly by staff. Handles complex pupil's issues, referring to relevant member of staff and/or Head/Principal. Arranges unexpected cover for absent staff. Deals with unscheduled visits from parents/carers. Deals with unhappy and/or challenging behaviour from pupils.
Physical effort & IT use required	Long periods of standing, walking around school grounds, up to 1 - 2 hours daily. Provides basic assistance, when required, with pupil's mobility. More challenging assistance is provided by Manager	As lower level plus: Long periods of standing and/or walking around school grounds, up to 2/3 hours daily. Ensures assistance, where necessary, with pupils' mobility. Some use of IT on a weekly basis.
Working conditions	Outdoors in School environment. Occasional work indoors	As lower level.
Risks encountered	Potential risk to personal safety (including verbal abuse) when intervening and/or restraining pupils experiencing challenging and/or aggressive behaviour	As lower level.
Knowledge and Skill levels	First Aid qualification or willingness to attend training. Attended or willing to attend Manual Handling course or equivalent. Attend or willing to attend training as deemed appropriate by school manager Experience of working within a team. Knowledge of general Health & Safety guidelines	As lower level plus: Qualification in Childcare or equivalent experience. First Aid qualification and experience. Experience of working with children with special needs. Knowledge, in depth, of Health & Safety guidelines, especially those that apply to pupils' lunchtime activities. Knowledge of the School's behavioural policies and procedures