

Isle of Wight Council

Job Description



Identifying Facts

Title of Post: Midday Supervisory Assistant

Directorate: Education

Post No:

Section: Special Schools

Date: 14 May 2014

Responsible to: Headteacher : Deputy Headteacher

Job Purpose

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.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.
3. Supervision of the pupils in the dining areas, play areas and school premises to ensure the maintenance of good order, discipline and safety.
4. Laying up and clearing away of all eating equipment, tables and chairs.
5. To feed individual children or supervise groups.
6. To encourage appropriate behaviours and eating skills.
7. To seek advice from teaching staff with regard to expectations of children.
8. To be aware of evacuation procedures in case of fire.
9. To encourage appropriate behaviours in the play areas and seek current advice regarding children's particular needs.
10. All duties will be carried out in the working conditions normally inherent in the particular job.

11. All necessary paperwork must be completed.
12. Duties will be carried out for job up to and including those in the same grade, provided such duties are within the competence of the employee.
13. To assist with personal care of pupils following any necessary training.

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.