

GREENMOUNT COMMUNITY PRIMARY SCHOOL

JOB DESCRIPTION

Job Title: **Midday Supervisory Assistant -**

Job Purpose:

To supervise children at lunchtime and in the playground and to initiate games and play with the children

KEY TASKS AND RESPONSIBILITIES:

1. To ensure the health, safety and supervision of pupils in the dining hall, playground and all other parts of the school premises.
2. To encourage sensible and polite behaviour from all children in accordance with the school and dinner hall rules.
3. To set up the dining hall with tables and chairs so that it is ready for the lunch hour and clear away table and chairs after lunch, ensuring that the hall is left in clean and clear condition for use in the afternoon.
4. To assist with clearing and wiping down tables and sweep the floor.
5. To ensure the provision of meals and drinks for all pupils through the lunch period.
6. To set an example to the children by using positive reinforcement of the school rules by giving praise and encouragement wherever possible.
7. To understand the school's discipline and behaviour policy and implement it when working with the children.
8. To proactively encourage and support enjoyable co-operative play between children that promotes caring and sharing in the playground or classrooms, as appropriate.
9. To ensure that the children use the play equipment correctly.
10. To help children develop good hygiene habits.
11. To ensure that coats and jackets are stored tidily after lunchtime play.
12. To work effectively as part of a team.

OTHER TASKS AND RESPONSIBILITIES

1. To be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality. To report all concerns to the appropriate person.
2. To contribute to the overall ethos, work, and aims of the school and to positively represent them to parents and children.

3. To maintain the utmost confidentiality in relation to duties and in relation to individuals.
4. To participate in training, other learning activities and performance development as required.
5. To attend and participate in meetings as required.
6. To undertake any other duties commensurate with the duties, responsibilities or grade of the post as directed by the School Business Manager or the Headteacher.

Important Information:

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 school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. We ensure stringent safer recruitment practices are completed and require applicants to be willing to undergo child protection and social media screening, including checks with past employers and the Disclosure and Barring Service.

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.