

Wiltshire Council

School Support Staff

Job Profile

Reference	SCH034	Grade B
Job Title:	Midday Supervisory Assistant (Primary)	
Main Job Purpose:	Responsible under the direction of the Positive Play Leader, individually or as a member of a team, for securing the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the school and local authority.	

Main Duties	
1.	Supervision of pupils, either in the lunch hall or other areas in the school, whilst they are eating lunch or taking part in lunchtime activities.
2.	Carry out associated duties, e.g. clear spillages, clean tables and chairs, put out and store tables that are used during the lunch break, sweep the floor and assist with any other duties as requested by the Positive Play Leader.
3.	Refer any children who have suffered an injury to the on-duty first aider.
4.	Report to the on-duty first aider or Positive Play Leader any accidents of the type identified by the school, e.g. head injuries or pupils who become unwell, so that parents can be contacted.
5.	Support the aims, ethos and values of the school and ensure they are followed by pupils in line with school policy.
6.	Engage with the children whilst they are playing to encourage creative and positive play. To act as a role model to the children.

7.	Report to the Positive Play Leader any strangers, visitors or potential hazards on the school site.
8.	Attend in-service training when required, to include annual safeguarding training and awareness training for medical conditions including asthma, anaphylaxis and epilepsy.
9.	Take part in job review meetings and MDSA meetings when requested.

Supervision and Management

The jobholder does not have regular supervisory responsibility for staff but may be required to assist in work familiarisation for new recruits.

Creativity and Innovation (i.e. problem solving)

The main focus of the role is to ensure standards and policies are followed. Problem solving is not a key feature of the job.

Key contact and relationships	Reason for contact
Contact with Class teacher	Notify the teacher if a pupil has been in trouble or has become unwell during the lunch break.
Contact with Positive Play Leader	Any problems or ideas
Contact with pupils	Supervision and engagement
Head Teacher	At meetings
All Staff	Socially

Decision making

The jobholder decides which sanctions to apply to a pupil, within the guidelines of the school's policies. The MDSA may make suggestions to the Positive Play Leader and make recommendations about a pupil's behaviour or illness to the Positive Play Leader or to a teacher.

Resources

The jobholder is required to use resources with care but is not personally accountable for the security of physical or financial resources.

Working Environment

The jobholder is constantly standing and walking. Manual handling of the table/chair units and/or equipment is involved. Some work is undertaken outside. There is background noise from the children.

The jobholder is dealing with pupils and may also come into contact with parents or other visitors to the school.

Knowledge and Skills

The job requires the ability to communicate effectively with children. A typical new employee would require a period of training to be fully competent in the main aspects of the job within the school's rules and procedures.

The jobholder needs to have an awareness of specific medical conditions e.g. asthma and food allergies, for which specific training will be provided.

The jobholder will receive safeguarding training.

Preshute School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.