****

**STAKESBY PRIMARY ACADEMY THE ENQUIRE LEARNING TRUST**

JOB DESCRIPTION FOR: **Midday Supervisory Assistant**

REPORTS TO: **Midday Supervisor/Headteacher**

1. **PURPOSE OF JOB:**

Participate in the supervision of individuals and groups of children in dining and playground areas throughout lunchtime. Assist in the provision of high-quality, stimulating and creative play experiences. Ensure that children are engaged in appropriate activity and intervene to maintain behaviour standards and ensure wellbeing, safety and welfare.

Assist with the smooth running of the canteen-style system in the hall.

1. **MAIN RESPONSIBILITIES**

Supervise children, monitor their wellbeing and intervene to resolve non-routine issues using appropriate techniques and strategies to maintain behaviour standards.

Resolve or report any areas of concern to ensure compliance with good practice.

Intervene in serious pupil related incidents to ensure understanding and use appropriate responses to ensure compliance with behaviour standards and the Academy’s policy.

Identify and respond to pastoral concerns related to individual pupils.

Care for pupil’s routine personal needs, maintaining dignity and respect and develop awareness of personal hygiene and cleanliness.

Monitor pupils’ conduct and behaviour throughout lunch-time to resolve difficult or challenging issues, using appropriate techniques, skills strategies and routine sanctions to de-escalate difficult situations or resolve conflict with individual and groups of pupils and re-establish, maintain and restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.

Attend training courses to support and contribute to on-going professional development.

Attend staff meetings, on occasions at the Academy’s request, to maintain an awareness and understanding of current issues within the Academy and to provide and receive information and contribute to discussions.

1. **SUPERVISION/MANAGEMENT OF PEOPLE**

No direct supervisory responsibility other than familiarisation of procedures to colleagues.

1. **CONTACTS AND RELATIONSHIPS**

The post-holder must seek to develop positive relationships with pupils.

**Other staff** – to work as part of a team with all lunch-time staff; to work with teachers and teaching assistants at the hand-over time to communicate any issues.

1. **DECISION**

**Discretion** - The degree of discretion for the post-holder is limited. Any areas of concern related to child protection issues must be immediately reported to the Safeguarding Lead.

**Consequences -** The post-holder works under the direction and supervision of a Midday Supervisor although is responsible to the Headteacher as well. Any decisions will have a limited short-term effect for the pupil and on the education provision within the school.

1. **RESOURCES**

Shared responsibility for lunch-time furniture and equipment.

1. **WORK ENVIRONMENT**

## Work Demands

The post-holder will normally work within an agreed routine which may vary dependent upon the needs/behaviour of pupils.

The post-holder works within an established policy framework with the discretion to respond to changes in circumstances (e.g. wet playtime)

**Physical Demands**

Physical effort may be required in assisting pupils with daily routines, e.g. personal needs, lifting and handling of basic equipment, setting out the dining hall, classrooms and learning environments. The post-holder may be required to set out and put away dining furniture on a daily basis.

**Working Conditions**

The post holder will work within the Academy environment with periods of outdoor activity when supervising pupils.

## Work Context

The post is predominantly hall, classroom and playground based and some risk is posed to the personal safety of the post holder. There will be some lifting of equipment. In some instances, there may be a risk of infection from exposure to pupils' bodily fluids.

1. **KNOWLEDGE AND SKILLS**

See person specification

1. **GENERAL**

**Other Duties** - The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.

**Equal Opportunities -** The post-holder must carry out his / her duties with full regard to the Trust’s Equal Opportunities policy.

**Health and Safety -** The post-holder must carry out his / her duties with full regard to the Trust’s Health and Safety Procedures