

JOB DESCRIPTION

MIDDAY SUPERVISORY ASSISTANT – BAND 3 (PAID TERM TIME ONLY)

Undertakes the duties below. Responsible to the Headteacher or Business Manager

Job Purpose

To work alongside all members of the staff team to secure a caring and safe environment for pupils during the midday break.

ACCOUNTABILITIES/MAIN RESPONSIBILITIES

Effective Communication and engagement with children, young people, their families and carers	<ul style="list-style-type: none">• Communicate effectively with all children, young people, families and carers.• Provide support and encouragement to children and young people.• Know that communication is a two way process• Resolve minor disputes between pupils.
Child and young person development	<ul style="list-style-type: none">• Assist in the implementation of appropriate behaviour management strategies.• Participate in relevant training as appropriate to build on your skills and knowledge.• Observe a child or young person's behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff.• Knowledge of special educational needs.
Safeguarding and promoting the welfare of the child	<ul style="list-style-type: none">• Supervise the playground area, playing fields, cloakrooms and classrooms etc during the lunchtime break.

	<ul style="list-style-type: none"> • Establish rapport and respectful, trusting relationships with children, young people and those caring for them. • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. • Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner. • Deal with minor first aid incidents; follow appropriate procedures for recording and reporting.
Supporting transitions	<ul style="list-style-type: none"> • Understand your own role and its limits, and the importance of providing care or support.
Sharing information	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security. • Be aware of own (and others') professional boundaries.
Other	<ul style="list-style-type: none"> • Assist with the removal of food and equipment once pupils have eaten their lunch. • Participate in training and other learning activities and performance development as required. • Attend staff meetings and training days by agreement with the Headteacher.
Health & Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure

Equalities	<ul style="list-style-type: none">• Ensure services are delivered in accordance with the aims of the equality Policy Statement• Develop own understanding of equality issues
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Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

Equal Opportunities

North Yorkshire County Council supports the principle of equality of opportunity in employment and has a clearly stated policy for Equalities and a copy can be downloaded from www.northyorks.gov.uk. Your school will have its own policies adapted from the County Council's Policy.