



DIOCESE OF CHICHESTER ACADEMY TRUST

Midday Supervisory Assistant Job Description

Post:	Midday Supervisory Assistant
Reports to:	Principal
Base Location:	St Blasius Church of England Primary Academy
Grade:	NJC Scale 1-2
Terms:	7.5 hours per week, 1 hour 30 minutes per day, Term Time only Timings to be agreed.

Job Purpose: Assisting in securing the safety and welfare of pupils during the school lunchtime break in accordance with practices and procedures.

Main Tasks and Responsibilities:

- Supervise the children in the dining area, playground, field and school premises.
- Clean up spillages – ensure tables are clean
- Encourage social skills and good table manners, ensuring safety with knives and forks
- Assist with the distribution and management of lunches.
- Encourage and assist children to eat their dinner, especially those with special needs or disabilities. Being aware of pupils with special dietary requirements or restricted diets for medical reasons from information provided at the school. Assisting pupils with cutting up food, pouring liquids etc. where necessary.
- Administer First Aid treatment (only once qualified).
- Assist children with toileting when necessary.
- Dealing with body spillages in the dining hall in accordance with infection control procedures, ensuring pupils get the appropriate medical treatment.
- Organise games for the playground. Discouraging any dangerous activities. Dealing with unacceptable or challenging behaviour following school procedures.
- Reporting any bad behaviour and incidents using the in house recording system.
- Participate in meetings at the school as appropriate.
- Encourage pupils to be hygienic for lunch, clean hands
- To encourage good table manners and orderly behaviour
- To ensure drinking water is provided.

With the academy staff the post holder will:

- Help to deliver the Sponsor's vision and translate into practice the underpinning Christian values and moral purpose of the Academy

- Establish and maintain effective relationships and communication with all staff at the base Academy, other Trust academies and the Trust central team
- Help to promote the Trust's policies and procedures
- Help to develop a learning culture with high expectations in a safe and secure learning environment

Personal Staff Development

- Review, from time to time, progress against agreed objectives, timetables, etc., with the Principal (or Senior Leaders), and participate in agreed, further professional development
- Participate in the Trust's performance management/appraisal policy and procedures

Diocese of Chichester Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Name of Post Holder:	
Signature of Post Holder:	Date:
Signature of Line Manager:	Date

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