FOXFIELD SCHOOL JOB DESCRIPTION

Job Title: Midday Supervisory Assistant

Working Hours: 10 hours and per week (2hr per day)

The hours worked at Foxfield will be as follows:

Mon. 11.30 -1.30
Tue. 11.30-1.30
Wed. 11.30 -1.30
Thu. 11.30 -1.30
Fri. 11.30 -1.30

Job Purpose

Supervisory Assistants' duties are to assist and supervise the pupils during the lunch break and to sustain the welfare and the safety of the pupils during this period as directed by the Headteacher or other senior staff.

The post holder will become part of the team of Midday Supervisory Assistants who work in school. This team work in partnership with the teachers and teaching assistants to provide the pupils with a positive lunchtime experience each day.

Main Duties of the post

1. To lay out and arrange the dining room furniture daily in accordance with health and safety procedures
2. In conjunction with the teachers and teaching assistants on duty to provide general supervision of pupils during the service of meals.
3. To directly support pupils at mealtimes, developing feeding skills and promoting adequate standards of table manners and eating habits.
4. To work with pupils in the development of their independent living skills and provide adequate training in the use of cutlery.
5. To assist with the cutting of meat and other food items for pupils.
6. To organise, supervise and support the pupils during exit from the dining hall following the clearance of all tables.
7. To help other teachers, teaching assistants and Midday Supervisory Assistants to maintain discipline during the lunch break.
8. To assist pupils to and from their classrooms at the start and end of the mealtime as and where required.
9. To be responsible to the Headteacher for matters relating to the safety and welfare of pupils who are in the dining hall over the lunchtime period.

10. To monitor the well-being of the pupils in line with the Child Protection procedures of the school and Local Authority and report any concerns to the Headteacher
11. To undergo training as required. On occasions the Midday Supervisory Assistant may be required or invited to participate in training outside their normal working hours. In this event the Midday Supervisory Assistant would be expected to do all that he/she could do to attend such training and would be paid overtime for the extra hours worked.
12. Individuals appointed will need to command the respect of pupils and work as a part of a staff team in conjunction with other Midday Supervisory Assistants, teachers, teaching assistants and catering staff.
13. Staff appointed to the post will be given an induction and should familiarise themselves with school policies and procedures relating to Safeguarding, Child Protection, discipline, health and safety, fire and first aid.

The Midday Supervisory Assistant will treat all information relating to a pupil's condition or needs as strictly confidential, and will refer all enquiries regarding individual pupils to the class teacher or the Headteacher.

As a member of the staff of the school, the Midday Supervisory Assistant will be expected, during the normal week, to share in the corporate life of the Foxfield School

The Midday Supervisory Assistant may be called upon to perform other duties that the Headteacher considers reasonable commensurate with the grading and designation of the post.

This job description will be kept under review and may be amended as and when required following negotiations between the post holder and Headteacher.

Foxfield School is committed to Safeguarding children and young people. You will be expected to have enhanced DBS clearance and must be committed to a safe culture operating within the school.