**Job Description: Midday Supervisory Assistants**

**Reporting to:** Inclusion Manager or Principal Lunchtime Supervisor

**Hours:** 1 hour per day, midday to 1pm, 5 days per week, term time only.

**Salary:** Ark Scale 1, point 1

**Disclosure level**: Enhanced

**The Role**

Supervising, engaging in play activities with and taking care of the children during the lunch time period in all areas inside and outside of the school

**Key responsibilities**

* Supervise pupils at lunchtime whether indoors or outside in accordance with the instructions of the Principal Lunchtime Supervisor
* Provide positive and firm control by implementing the school behaviour policy. Encourage play activities
* Deal with cases of inappropriate behaviour by pupils or report the incident immediately to the Principal Lunchtime Supervisor
* Mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the dining area is left in a tidy condition
* Ensure that any injury or sickness of pupils is reported immediately to the First Aider or Inclusion Manager and the office. (Where appropriate, administer basic first aid and record all details in the first aid book.), clean up after sickness of children
* Check that no pupil remains in outside areas when afternoon lessons are about to begin

**Other**

* To undertake various other responsibilities as directed by the line manager
* To undertake the main professional duties of a Midday Supervisor as set out in the ARK Schools pay and conditions of service document

**Person Specification: Midday Supervisory Assistants**

**Qualification Criteria**

* Right to work in the UK

**Experience**

* Experience of supervising children at the appropriate age range
* Ideally have experience in a similar role within a school or the education sector

**Personal characteristics**

* Able to use initiative and imagination to devise games and play activities for children
* Highly organised and efficient; capable of multi-tasking and working at pace
* Helpful and positive nature, calm and caring
* Positive commitment to student achievement and staff development
* Genuine passion and a belief in the potential of every pupil

**Specific skills**

* Have specific strategies to combat attention seeking
* Able to help implement the necessary routines and patterns to establish good behaviour management within the school
* Able to contribute to overall school behavior records and provide feedback
* Ability to deal with minor incidents, first aid, and the personal health and hygiene of pupils
* Ability to work in a team
* Excellent interpersonal skills

**Other**

* The post holder must be committed to the safeguarding and welfare of all pupils
* This post is subject to an enhanced Disclosure and Barring Service check