

# Midday Supervisory Assistant

## JOB DESCRIPTION AND PERSON SPECIFICATION

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### Location

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To work at Watton Westfield Infant and Nursery, Watton

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### Salary

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Scale A  
5 hours per week  
38 weeks per year (Term time only)

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### Hours of Work

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12.00pm – 1.00pm – Monday to Friday

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### Core Purpose

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To supervise the children during the lunchtime.  
To encourage the development of independent play, sporting and co-operation skills.

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### Reporting Lines

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Report to the Executive Headteacher

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### Key Responsibilities

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- To promote a calm, orderly and friendly atmosphere in the dining hall.
- To encourage the children to socialise in an appropriate way whilst eating their meal, encouraging good manners and quiet appropriate conversation.
- To encourage the children to clear their own plates and stack both plates and cutlery as agreed by the school.
- To promote a calm, orderly and friendly atmosphere on the playground.
- To encourage pupils to play together in a spirit of co-operation and harmony in the playground (or in the classroom if wet weather).

- To encourage the children to play games by introducing them to and teaching them how to play a range of different games and engage in a variety of activities.
- To encourage the children to engage in games/activities they have devised themselves.
- To encourage the children to play games in a positive spirit, so that they are able to do so without adult supervision.
- To manage the equipment used for such games effectively.
- To build up a bank of wet weather activities which can be used in the classes when the weather prevents the children from going outside.
- To encourage good behaviour through the implementation of the school's Behaviour Policy.
- To attend appropriate professional development sessions, where relevant.

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### Other Opportunities

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- Play an active role in academy life and make a positive contribution to the ethos of the academy.
- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.

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### Variations

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- As a member of the staff of the school the post holder must respect confidentiality and act at all times in the interests of the good name of the school and the health, well-being and good progress of its students. Staff must also display personal standards at work and in the local community that are fitting for a person associated with the education of young people.
- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.

- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year and may be subject to amendment or

modification at any time after consultation with the postholder.

It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills.</li> <li>• First Aid trained or willingness to train.</li> <li>• Ability to demonstrate a willingness to attend appropriate training and development.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Have a passion for working with young people and helping them to develop and progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Work within an education/social care setting.</li> <li>• Working within a team and independently.</li> </ul>
<b>Knowledge and Technical Skills</b>	<ul style="list-style-type: none"> <li>• Ability to supervise and meet the needs of children.</li> <li>• Ability to manage the physical effort or moving/handling tables and chairs.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Child Protection and Health &amp; Safety legislations and procedures</li> </ul>
<b>Skills and Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Enjoy working with Children.</li> <li>• Willingness to work outdoors in all weathers.</li> <li>• Able to be patient, sympathetic and remain calm in an emergency.</li> <li>• Ability to use judgement and common sense.</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity.</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• A thorough understanding of up-to-date safeguarding requirements and best practice.</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• An understanding of data protection.</li> <li>• Ability to work flexibly and outside of normal working hours if required.</li> <li>• Full UK driving licence.</li> </ul>	

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children and young people across its schools and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS, and have checks carried out with previous employers. We are an equal opportunities employer.