



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

Castle Newnham Federation

Job Description

Post:	Midday Supervisory Assistant
Responsible to:	Senior Supervisory Assistant under the general direction of the Primary Headteacher
Grade:	NJC Level 1D 7-10
Key relationships:	Headteacher; federation senior leaders, relevant teaching and administrative staff.
Location:	Castle Newnham – South site.
Working pattern:	12pm - 1.30pm, 7.5 days a week, term time only.
Disclosure level:	Enhanced
Job purpose:	To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils

Main duties and responsibilities:

- Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
- Supervision of hand washing as required.
- Supervision of pupils' entry into the dining room, including any walk or journey to the dining room which might be required.
- Assistance for pupils where necessary to carry trays etc. to table and to return empty dishes etc. to service counter.
- Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc. if required.
- Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
- Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy. Organising play/games as appropriate inside school on wet days.

- To undertake any other duties of a similar level and responsibility as may be required.

Professional standards

- Support the ethos, vision, principles and values of the federation;
- Treat colleagues, pupils and all members of the community, with respect and consideration;
- Treat all stakeholders fairly, consistently and without prejudice;
- Set a good example to staff and pupils in terms of appropriate dress, standards of punctuality and attendance;
- Maintain a high level of confidentiality at all times;
- Read and adhere to the various policies of the federation, including safeguarding, and implement the relevant sections of federation improvement plans;
- To undertake specific and appropriate tasks as identified by the Federation Principal as and when required;
- Maintain a calm sense of perspective and good humour when supporting colleagues in potentially difficult situations;
- Be proactive and take responsibility for matters relating to health and safety.

Safeguarding children

Castle Newnham Federation is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

General

The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Terms and Conditions.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This job description and person specification may be renegotiated by the Federation Principal if changing circumstances arise.

PERSON SPECIFICATION

Attributes	Essential	Preferred
Education/Qualifications	Good general standard of education	
Experience	Experience of children (including own children)	Previous experience of working with children in a caring or educational environment.
Skills/Knowledge/Aptitude	Empathy with the needs of children and young people. Ability to work as part of a team and to use own initiative when appropriate.	

Motivation	Willingness to undertake raining (e.g. in behaviour management)	
Physical	Ability to undertake all physical aspects of the post	
Other	Willingness to undertake First Aid training	Current First Aid Certificate