



Airy Hill Primary School JOB DESCRIPTION

POST: Midday Supervisory Assistant

GRADE: Band 3

RESPONSIBLE TO: Senior MSA

STAFF MANAGED: None

JOB PURPOSE: To work as part of a team monitoring pupil behaviour during the midday break to ensure a caring and safe environment.

JOB CONTEXT: Required to work indoors and outdoors when supervising the children and young people to ensure their safety. Enhanced DBS Clearance required. An ability to fulfil all spoken aspects of the role with confidence through the medium of English

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Operational Issues

- Supervise the playground area, playing fields, cloakrooms and classrooms etc during the lunchtime break.
- Assist with the removal of food and equipment once pupils have eaten their lunch.
- Deal with minor first aid incidents; follow appropriate procedures for recording and reporting.
- Assist in the implementation of appropriate behaviour management strategies as required
- Observe a child or young person's behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff.
- Resolve minor disputes between pupils
- Assist in the supervision of other activities during the midday break, including setting out and storing equipment

Communications

- Establish rapport and respectful, trusting relationships with children, young people and those caring for them.
- Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner.
- Communicate effectively with all staff, pupils, families and carers.
- Provide support and encouragement to children and young people.

Safeguarding



- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Be aware of own (and others') professional boundaries.
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with

Systems and Information

- Participate in the school's performance management scheme.
- Participate in training and other learning activities and performance development as required.
- Attend staff meetings and training days by agreement with the Headteacher.

Data Protection

- To comply with Yorkshire Endeavour Academy Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Health and Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.

Equalities

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility work in accordance with the aims of the Equality Policy Statement