



# Highover JMI School & Nursery

## ENJOYING AND ACHIEVING TOGETHER

Head - Lisa Hayes

Deputy - Sophie Driver

Deputy - Marie Michaelides

### Job Description

**Post:** Midday Supervisory Assistant  
**Grade:** HB-2 (£22,366 Pro-rata, term time only)  
**Hours:** 7.5 per week (12.00-1.30pm)

#### Purpose of your role:

- Responsible for the safety, welfare and conduct of pupils during lunchtimes, in classrooms, dining room, playground and when moving from one area to another
- Preparing the dining room for school lunches and clearing away afterwards.

#### Main areas of responsibility:

- Communicate effectively with all staff and pupils promoting professional relationships.
- Work as part of a team to ensure that the school lunch breaks start and finish on time.
- Supervise pupils whilst they eat lunch and either on the playground or inside the school during inclement weather.
- Ensure that pupils have either a school or home prepared lunch and supervise the pupils over the lunch period.
- Supervise students going to and from and the dining hall.
- Collect children from the classroom or playground or classroom on time and bring into the dining hall in an orderly manner.
- Encourage children to eat healthily, develop good eating habits and promote positive interactions.
- Support children whilst in the dining hall, reinforcing the proper use of cutlery and assisting younger pupils as required.
- Clear up the dining room during and after the lunch break including clearing any food and wrapping left on tables and wiping the tables and chair.
- Monitor pupils and ensure no child is in the building unsupervised.
- Ensure children remain within a safe environment and are able to play safely.
- Actively encourage pupils to cooperate and play together.
- To lead play in the playground or during 'wet lunchtime' by initiating and leading games with the children and encouraging cooperative behaviour.
- Set suitable and positive behaviour standards in line with the school behaviour policy.
- To manage behaviour issues in a calm and positive manner and implement the rewards and sanctions systems in line with school policy.



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- Assist in dealing with playground incidents in accordance with school behaviour policy, communicating details to the Class Teacher or Senior MSA as appropriate.
- Carry out basic first aid as required. For more serious cases, ensure that one of the named First Aiders is called and the Senior MSA or senior member of staff is informed.
- Ensure that all incidents requiring first aid are communicated and recorded appropriately and in line with school's procedures and policies.
- Report any concerns, details of incidents and accidents immediately to the Senior MSA and/or the Class Teacher as appropriate.
- Be familiar with and maintain up to date knowledge of the school's Child Protection Policy and safeguarding procedures.
- Maintain confidentiality at all times.
- Attend termly review meetings, staff meetings when required.
- Participate in Child Protection training every three years and other training as required.
- Take on roles and responsibilities as directed by your Line Manager or the Headteacher.

**Equalities:** Contribute to a working environment which supports equal opportunities and antidiscriminatory practice by committing to equality of opportunity for all regardless of gender, disability, religion, ethnic origin and sexual orientation.

**Health and Safety:** Be aware of and comply with policies and procedures relating to health and safety and report all concerns to an appropriate person. The job may involve moving and carrying dining tables and chairs at the beginning and end of the shift. The job may include lifting children after falls or accidents and clearing up blood or other bodily fluids of children after accident or sudden illness.

**Disclosure and Barring Service:** It is Hertfordshire County Council (HCC) policy that all staff and volunteers are required to obtain a Disclosure and Barring Service (DBS) check at the appropriate level. As this role involves direct and regular contact with children, an enhanced DBS check will be required as part of the HCC pre employment checks.

**Working environment:** This work is done inside the dining areas and classrooms and outside on the playground or field.

**Supervision:** Monitored as part of the team on a daily basis by the Senior MSA.