

Job title: Senior Midday Supervisory Assistant

Location: Morgans School

Pay Grade: HA2

Purpose of the Role: Supervise the midday supervisory team to ensure pupils have access to a safe and pleasant environment during the lunch time break.

Responsibilities:

- Allocate duties to midday assistants
- Communication of key information to the team so that they are aware of new initiatives and information relevant to their roles
- Act as a point of contact for any behavior or safeguarding incidents that need to be escalated by the midday supervisory team
- Report incidents to senior staff in line with the schools policies and procedures
- Regularly stock check playground equipment
- Train new members of the team as part of their induction
- Organise supervision of pupils during the midday break
- Oversee the supervision of activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break
- Report incidents in line with school policy
- Liaise with colleagues on how to meet any individual pupil needs (e.g. SEN).

Individuals in this role may also undertake some or all of the following:

- Select and order playground equipment
- Run regular team meetings
- Undertake playground supervision
- Ensure adequate first aid treatment is available during the midday break.
- Encourage pupils to select and eat healthy balanced meals
- Oversee and participate in dining arrangements this includes the cleaning up of spillages of food or liquid during meal service and wiping down of tables and clean dining areas between meals
- Set up and run activities for pupils in playground areas
- Check lost property
- Any other duties as requested by the Headteacher

Knowledge Good knowledge of School procedures and policies Health and Safety Level 1 Safeguarding / Awareness of keeping children safe Understanding of the Schools Ethos, Vision and Values Manual Handling	Competencies Communication Team working Active listening Sensitivity Monitoring Planning and Organising
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This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

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This role will be reviewed annually as part of the PMD process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.