



King's Academy College Park

A King's Group Academy

JOB TITLE: Midday Supervisory Assistant

REPORTS TO: Headteacher / Senior Midday Supervisory Assistant

JOB PURPOSE

To implement the School Lunchtime and Behaviour policies ensuring the security, safety, welfare and good conduct of pupils during the midday break.

KEY ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure an environment in which pupils and staff feel safe through rigorous safeguarding and health and safety procedures.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and Safety at Work Act 1974 etc. the School's Health and Safety Policy and all locally agreed safe methods of work.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

PRINCIPAL RESPONSIBILITIES/DUTIES

- To supervise pupils in the dining hall (including supervising pupils collect, eat and clear away their meals), playground and school premises.
- To ensure the care of pupils who are injured or unwell.
- Ensure that pupils play together positively and co-operatively with good behaviour.
- Giving comfort to distressed pupils.
- To uphold the School's Behaviour Policy, including treating pupils with respect and consideration.
- To supervise physical activities for pupils in playground areas.
- To work with and support the kitchen staff to ensure a smooth and professional midday service is provided.
- Assist in the pastoral care of children including first aid as and when required.
- At the discretion of the Headteacher/Senior Midday Supervisor such other activities as may from time to time be agreed consistent with the nature of the job described above.

To be reviewed annually as part of the Performance Management Process