# 

Academies Enterprise Trust

**Job Description**

**Job Title:** Midday Supervisory Assistant

**Location: Hazelwood Academy**

**Hours of work: 5 hours per week**

**Reports to: Middle Leader**

**Purpose of the Role:**

To assist in the supervision of pupils during the lunch break, as required to ensure the safety, general welfare and behaviour management of pupils during this period.

To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.

**Key Accountabilities:**

Under the direction of the Headteacher or designated supervisor:

1. To be responsible for the supervision of all pupil behaviour during the lunch break, in the playground, or other areas of the school as required by the Head teacher. To share in school ethos of promoting a positive approach to behaviour management.

2. To be responsible for the pupils’ care as necessary, depending on Key Stage e.g. taking them to the toilet, providing comfort, dealing with accidents, being alert to signs that a pupil is unwell or distressed.

3. To be responsible for the supervision of pupil hygiene and health and safety e.g. hand washing.

4. To foster pupils’ self-esteem and independence, however assisting pupils where

necessary, for example

* to carry plates etc. to the table, and to return empty dishes etc.
* to open packed lunches, cut up food and give guidance on proper use of cutlery,
* assist in clearance of any spillage etc. if required.
* To assist as required in clearing tables, wiping them down and resetting according to lunchtime procedure

5. To assist in the setting up and removing of furniture for lunch time in any area of the school as required.

6. To give minor first aid to pupils, requesting assistance when needed with injuries or illness. Liaising with the Designated Safeguarding Lead on welfare matters and injuries that cause concern. To report all accidents, ensuring that the procedure for recording accidents in the accident book is followed.

7. Maintain confidentiality in respect of information regarding private and personal information of academy staff, pupils and their families.

**Contacts and Relationships**:

* Headteacher
* Staff
* Pupils

**Creativity and Innovation:**

Behaviour management

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

● Be unusually brave

● Discover what’s possible

● Push the limits

● Be big hearted

**Other duties**

* In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
* Undertake any other duties that can be accommodated within the grading level and nature of this post.
* Maintain confidentiality in respect of information regarding private and personal information of academy staff, pupils and their families.

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment**.**

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: MDSA**

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| **General heading** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | * A basic level of literacy   and numeracy | * Relevant play   courses   * First Aid Training * Child Protection   Training   * Health and Safety Training |
| **Knowledge/Experience** | * Works from instruction, some initiative is necessary | * Experience of working with children aged 3-   11 years   * A knowledge of   Health & Safety requirements |
| **Skills and Abilities** | * Ability to communicate clearly and work as part of a team |  |
| **Values and Behaviours** | * Be able to uphold the Hazelwood and AET values * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |