

## Vacancy Midday Supervisory Assistant Henley Primary School

**Days:** Monday to Friday  
**Hours:** 1.25 hr daily  
**Venue:** Henley Primary School  
**Times:** 11.45am – 13.00pm  
**Salary:** Pay Point 1 £11.55 per hour

**Details:** We are looking to appoint a Midday Supervisor at Henley Primary School. The successful candidate will be responsible for setting up the school hall ready for meal times and the supervision of pupils throughout the midday break ensuring that a good atmosphere is maintained. We are looking for someone who has experience of organising and managing lunchtimes at school and understands the importance of lunchtimes as an integral part of our school day.

*The Consortium Trust is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to undertake an enhanced DBS check and this may include social media checks.*

### We can offer:

- Competitive salary
- Full support and training from a wider team
- Wide range of staff benefits
- Extensive Wellbeing support package
- Opportunity for career progression within the Trust

### Requirements: We are looking for a supervisor can

- Support with the supervision of pupils throughout the midday break ensuring that a good atmosphere is maintained
- Encourage children to have good eating habits and assist young children as required
- Maintain acceptable standards of behaviour, conduct and safety as laid down in the school policies,
- Manage playing activities in ways that keep learners safe.
- Setup and clear down of the dining areas
- Assist with the basic preparation and serving of all meals to staff and pupils as requested
- Washing up of all associated equipment as may be required
- Ensuring that the kitchen and service areas are clean and tidy as requested
- Ensuring health and safety regulations are followed
- General cleaning of the food areas

**Qualifications:** Basic level literacy and numeracy  
**Line manager:** Assistant Academy Head  
**Training:** As Required  
**Start date:** TBC  
**Closing Date:** 4<sup>th</sup> December 2023  
**Interview Date:** 7<sup>th</sup>/8<sup>th</sup> 2023

**For an application form and job description or further information, please contact Laura Cross at Henley Primary School at [office.henley@gfpschools.org](mailto:office.henley@gfpschools.org) or by calling 01473 831556**

**Job Roles: Midday Supervisory Assistant**  
**Pay Points: 1**  
**Locality: School Role with Full Mobility**  
**Central Role with Full Mobility**  
**Special School Role with Full Mobility**



The Consortium Trust is a lifelong learning community. It recognises, will promote and expects sharing of best practice. All employees are expected to participate with this ethos and there may be opportunities where you will be expected to mentor, advise or share best practice with colleagues.

Consortium Trust schools and settings provide education for children between the ages of 6 months to 19 years old, many with complex additional needs and challenging behaviour. It is likely that there will be occasions where it will be necessary to adjust or amend a role to continue to provide the appropriate educational support for individual children. All job descriptions are subject to interpretation and alterations according to the setting and age, requirements and capabilities of the child.

**\*Please note the relevant professional standards should be read in conjunction with this document, including but not restricted to**

- **SEN Code of Practice**

## **JOB PURPOSE**

The Midday Supervisory Assistant is responsible for the supervision of pupils throughout the midday break ensuring that a good atmosphere is maintained. Children should be encouraged to have good eating habits and assistance of young children may be required. It will be necessary to oversee all areas where pupils may gather during the midday break and acceptable standards of behaviour are expected; maintain an acceptable standard of conduct and safety as laid down in the school policies, by dealing with any problem, minor injuries and reporting breaches of discipline to an appropriate member of staff

Midday Supervisory Assistants work under the direction of the Academy Head/Senior EYFS Practitioner, whether with a small group of children or an individual pupil. All duties will be carried out within recognised procedures or guidelines relevant to the age of the children and the Academy Head/Senior EYFS Practitioner will be available for support and guidance. It may be necessary to assist with the induction training of any new midday supervisory assistants or supply assistants.

There will be some need to interpret information or situations to solve both straightforward problems and there may be the need to respond independently to unexpected more complex problems. The employee has access to a line manager for advice and guidance.

## **TEACHING AND LEARNING ACTIVITIES**

- To meet the personal care needs of pupils whilst encouraging independence (including toileting and feeding)
- Support a range of activities that may be altered according to age of child/ren.
- Encourage the importance of nutritionally balanced refreshments.
- Work with pupils, either one-to-one or in small groups, some of whom may have Special Educational Needs and may need further support with accessing an activity.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations while encouraging pupils to interact and work co-operatively with others.
- To contribute to a high standard of physical, social, emotional and intellectual care.
- Promote inclusion and acceptance of pupils while encouraging constructive relationships.
- Use and disseminate effective strategies to promote positive behaviour.
- Manage playing activities in ways which keep learners safe.



## **MONITORING AND ASSESSMENT**

- Monitor children' responses to activities and modify the activities accordingly
- Be responsible for keeping and updating records as agreed with the Academy Head/ Senior EYFS Practitioner, contributing to reviews of systems/records as requested.
- Work with the Academy Head / Senior EYFS Practitioner in planning, evaluating and adjusting sessions as appropriate.

## **PERSONAL SPECIFICATION**

### **PROFESSIONAL ATTRIBUTES**

- Have high expectations of children and young people with a commitment to helping them fulfil their potential
- Establish fair, respectful, trusting, supportive and constructive relationships with pupils
- Demonstrate the positive values, attitudes and behaviour they expect from pupils
- Communicate effectively and sensitively with children, young people and colleagues.
- Demonstrate a commitment to collaborative and cooperative working with colleagues
- Improve their own knowledge and practice including responding to advice and feedback
- Able to supervise larger numbers of pupils

### **PROFESSIONAL KNOWLEDGE AND UNDERSTANDING**

- Understand the key factors that affect children and young people's learning and progress
- Know how to contribute to effective personalised provision by taking practical account of diversity
- Have sufficient understanding to encourage the participation and the development of children.
- Know how to use ICT to support their activities
- Ability to adapt activities (if required) at short notice
- Know how to support learners in accessing activities in accordance with the special educational needs (SEND) code of practice and disabilities legislation
- Basic knowledge of First Aid/Paediatric First Aid
- Ability to access and follow school and Trust policies and procedures
- Attend and participate in regular meetings and take part in training and other learning activities if required by both the school and Trust.

### **NOTES**

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 setting at the reasonable discretion of the Academy Head.
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. The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to their existing level of experience and responsibility.