

Midday Supervisory Assistant

JOB DESCRIPTION AND PERSON SPECIFICATION

Location

To work at Hobart High School, Loddon, Norwich

Salary

Scale A

3.75 hours per week

38 weeks per year (Term time only)

Hours of Work

12.20pm – 1.05pm

Core Purpose

Supervise students during the midday break, ensuring their safety, welfare, and good conduct. Support the smooth running of the school's lunchtime arrangements.

Reporting Lines

Report to the SLT

Key Responsibilities

- Supervise students in the dining hall, playground, and other designated areas during lunchtime.
- Encourage positive behaviour and good manners among students.
- Deal promptly with minor incidents and report more serious incidents to the relevant staff.
- Assist with the organisation and supervision of activities during the lunch period.
- Ensure the safe movement of students around the school.
- Support students in line with the school's behaviour and safeguarding policies.
- Engage positively with students, promoting inclusion and respect.
- Liaise with teaching and support staff as necessary.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Head of School.

Other Opportunities

- Play an active role in academy life and make a positive contribution to the ethos of the academy.
- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.

Variations

- As a member of the staff of the school the post holder must respect confidentiality and act at all times in the interests of the good name of the school and the health, well-being and good progress of its students. Staff must also display personal standards at work and in the local community that are fitting for a person associated with the education of young people.
- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.

- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

modification at any time after consultation with the postholder.

It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

This job description will be reviewed a least once per year and may be subject to amendment or

	ESSENTIAL	DESIRABLE
Qualifications	• Good standard of general education (GCSE level or equivalent). • First aid training, or willingness to undertake training.	
Experience		• Experience of working with young people. • Experience in a school or similar environment.
Knowledge and Technical Skills	• Ability to communicate effectively with students and staff. • Awareness of safeguarding and child protection procedures. • Understanding of health and safety in a school environment. • Ability to remain calm under pressure and deal with challenging behaviour.	• Knowledge of Child Protection and Health & Safety legislations and procedures
Skills and Personal Attributes	• Enjoy working with young people and committed to their welfare. • Reliable, punctual, and trustworthy. • Able to work as part of a team. • Friendly and approachable manner. • High expectations for pupil behaviour and conduct. • Commitment to upholding the ethos and values of the school.	
Equal Opportunities	• A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity	
Safeguarding	• A thorough understanding of up-to-date safeguarding requirements and best practice	
Other Requirements	• An understanding of data protection • Ability to work flexibly and outside of normal working hours if required • Full UK driving licence	

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either Children or Vulnerable Adults. Please be advised that references may be requested prior to interview for roles within our Schools.