

## Harlington Upper School



### JOB DESCRIPTION

<b>JOB TITLE:</b>	Midday Supervisory Assistant
<b>RESPONSIBLE TO:</b>	Duty Team Leader under the general direction of the Deputy Headteacher
<b>JOB PURPOSE:</b>	To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils
<b>HOURS:</b>	10 hours per week term time only
<b>PAY SCALE:</b>	£9.03 per hour, plus daily lunch

#### **Main duties and responsibilities:**

1. Supervision of pupils immediately before, during and after the midday meal.
2. Supervision of hand washing as required.
3. Supervision of pupils' entry into the dining room and other eating spaces, including any walk or journey to these areas which might be required.
4. Assistance for pupils where necessary to carry trays etc to table and to return empty dishes etc to service counter.
5. Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc if required.
6. Taking such steps as are necessary when pupils are sick, summoning any assistance needed to deal with injuries or illness.
7. Supervision of pupils outside or other areas of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy.
8. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
9. To undertake any other duties of a similar level and responsibility as may be required.