



JOB DESCRIPTION

JOB TITLE: Middy Supervisory Assistant

RESPONSIBLE TO: Senior Supervisory Assistant under the general direction of the Assistant Headteacher

JOB PURPOSE: To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils

HOURS: 8.75 Hours per Week

Main duties and responsibilities:

1. Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
2. Supervision of pupils' entry into the dining room, including any walk or journey to the dining room which might be required.
3. Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
5. To undertake any other duties of a similar level and responsibility as may be required.

Accountability

The Postholder is accountable to the SLT, Headteacher, School Governors and ultimately the Electorate.

The Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended and duties varied to meet the changing needs of the school at any time after consultation with you.

EMPLOYEE

LINE MANAGER

Signature:

Signature:

Date:

Date:

Priory Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.