

JOB PROFILE

POST TITLE: Midday Supervisory Assistant

Please identify the main purpose of your job.	
To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils	
What are the main duties and responsibilities of your job?	
Main duties and responsibilities	% of time
1. Supervision of pupils immediately before, during and after the midday meal, in the dining area and playground 2. Supervision of hand washing 3. To assist pupils e.g. carrying trays, cutting up food	

1. KNOWLEDGE

1. What kinds of knowledge do you need in order to perform your job competently?		
Type of knowledge	What knowledge and why do you need it?	Source of knowledge
Literacy	Basic standard	
Numeracy	Basic standard	
Procedural	School procedures including Behaviour Management and dining area/playground routines	
Equipment		
Administrative systems		
Organisational	School hierarchy	
Specialist	First Aid. Awareness of individual pupil needs (e.g. allergies,)	
Other languages/cultures	Awareness of diversity	
Other (please specify)		

2. MENTAL SKILLS

2.1 Please give examples of two decisions you make on a regular basis
1. When to intervene in incidents
2. when to assist pupils with eating
2.2 What is the most important or difficult decision/recommendation you make? How often do you expect to take a decision or solve a problem of this type?
When to refer an incident of poor pupil behaviour to a teacher
2.3 Describe the kinds of problems you solve regularly.
Finding lost lunchboxes, dealing with spillages
2.4 Give examples of any creative and developmental skills required.
Organising games
2.5 If your job requires forward planning, give examples of how you plan or organise activities/projects.
2.6 Other

3. INTERPERSONAL AND COMMUNICATION SKILLS

3.1 What Interpersonal and communication skills are required to perform your job competently?	
TYPE OF SKILL	PURPOSE/NATURE OF SKILLS AND HOW USED
Caring	Empathy with children, compassion and "mothering" skills; recognition of any special needs
Training	
Team-working	Ability to work as member of a team
Motivational/team leading	
Advising/Guiding	Guiding pupils in appropriate behaviour
Persuading/ influencing/ negotiating	
Advocacy	
Conciliation	Between pupils when an incident occurs
Counselling	
Oral(spoken) communication	Basic ability in order to communicate with pupils and colleagues
Written communication	
Presentation	
Other language/ Communication	

4. PHYSICAL SKILLS

4.1 List any tasks which require particular co-ordination/precision and/or speed	
Task	Skill required

4.2 Are driving skills required?

No

5. INITIATIVE AND INDEPENDENCE

5.1 How are you managed?

Supervised by SSA on a daily basis and line managed by Headteacher

5.2 To what extent is your job guided by instruction/procedures/policies or precedents?

To some extent but often have to react with circumstances

5.3 What level of control do you have over workload and priority of work?

None over workload, some minor control over priority

5.4 Give an example of a decision which can be made without reference to a manager

Whether to assist a child with their meal

5.5 Give an example of a decision that would need to be referred to a supervisor or manager

Behaviour management escalation

6. PHYSICAL DEMANDS

6.1 Please give details of any physical demands involved in your job.			
Demand	Reason	Duration	Frequency
Lifting	May need to lift an upset or hurt child		

6.2 If lifting, do you have any help from anyone else?

N/A

6.3 Do you use a mechanical aid (e.g. sack barrow)

N/A

7. MENTAL DEMANDS

7.1 Detail if your job requires you to use your senses more than usual			
Activity	Reason	Duration	Frequency
Supervision of pupils	Need to be alert at all times when supervising pupils	Constant	

7.2 Detail the level of concentration required to perform your job competently			
Activity	Reason	Duration	Frequency
General alertness at all times	To ensure Health & Safety of pupils		

7.3 Are there any work-related pressures?			
Activity	Reason	Duration	Frequency
Time pressures	To ensure meals completed on time and pupils ready for next session		
Conflicting demands	May need to respond to several simultaneous incidents		

7.4 Detail any other type of mental demand			
Activity	Reason	Duration	Frequency
Emergency incidents	Accidents to pupils etc		

8. EMOTIONAL DEMANDS

8.1 Give details if your job brings you into contact / work with other people (other than your immediate work colleagues) whose circumstances or behaviour causes you emotional stress.			
People involved	Cause	Impact	Frequency
Pupils	Aggression, poor behaviour etc	Low/medium level	Fairly regular

9. RESPONSIBILITY FOR PEOPLE

9.1 Do you have any DIRECT impact on the physical/ mental/ social/ economic or environmental wellbeing of people (other than those directly supervised or managed by you)?

Task/duty/responsibility	Who is affected ?	How are they affected ?
Supervision of pupils	Pupils	Physical/mental/social wellbeing

9.2 Do you implement or enforce any statutory regulations which have a direct impact on health, safety or well being of people?

Regulation	Impact on	Nature of impact

9.3 Do you develop policies or provide advice, guidance or interpretation of procedures or regulations which impact on the well being of people?

Regulation	Impact on	Nature of impact

9.4 Do you have any other responsibilities for people?

Responsibility	Who is affected	How are they affected

10. RESPONSIBILITY FOR SUPERVISION/ DIRECTION/ CO-ORDINATION OF EMPLOYEES

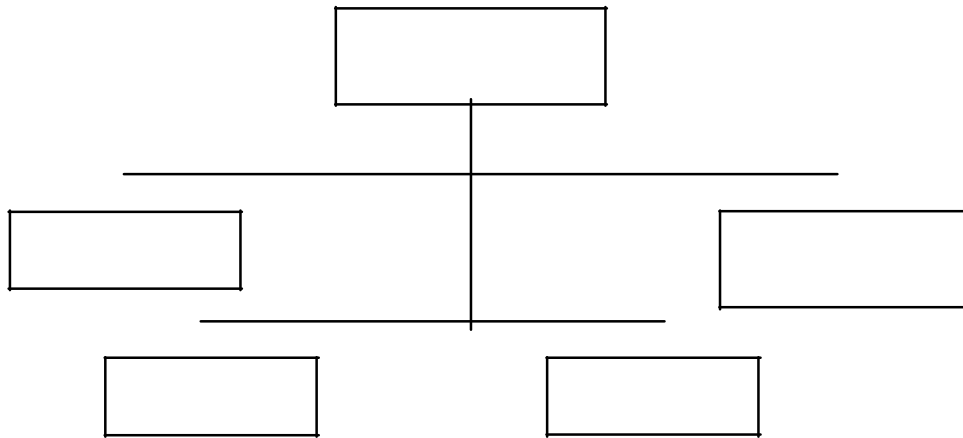
10.1 Does your job involve training or demonstrating	your work to other	
What training or demonstrating	employees? Who	Frequency

10.2 Do you supervise or manage any employees/ trainees?	
Nature of supervision/management	Number

10.3 Do you develop policies or provide advice, guidance or interpretation of procedures or regulations which impact on staff?	
Nature	Number

10.4 Organisation Chart

Include only post titles and locations, where appropriate. Highlight the postholder in bold.



11. RESPONSIBILITY FOR FINANCIAL RESOURCES

11.1 Please give details if you are directly responsible for any financial resources		
Nature of responsibility	Annual value	Frequency

11.2 Do you develop policies or provide advice guidance or interpretation of procedures or regulations in relation to finance?	
Nature of responsibility	Impact

12. RESPONSIBILITY FOR PHYSICAL RESOURCES

12.1 Please give details of any direct responsibility you have for physical resources.	
Nature of responsibility	Approximate value

12.2 Do you develop policies or provide advice guidance or interpretation of procedures or regulations which have an impact on physical resources?	
Nature of responsibility	Approximate value

13. WORKING CONDITIONS

13.1 What kind of place do you usually work in?	
Description	% time spent there
Dining area	50%
Outdoor play area	50%

13.2 Are you able to rearrange your workload around extreme weather conditions ?
Yes — "indoor play" if necessary

13.3 Please give details of any unpleasant environmental working conditions.			
Nature	Source	Time exposed	Frequency
Pupil illness (vomit etc)	Pupils	Minutes	Occasional
Spillages			

13.4 Please give details of any verbal abuse, aggression or other anti-social behaviour from people (other than immediate work colleagues) you experience during your work.			
Nature	Source	Time exposed	Frequency
Abuse and aggression	Pupils	Minutes	Occasion

13.5 Do you encounter any hazards in your job?			
Nature	Source	Time exposed	Frequency