

## **JOB DESCRIPTION - NON-TEACHING STAFF**

Post Held:- Casual Midday Supervisory Assistant

Hours:- 8.30 hours per week (£11.94 per hour)  
(Maximum - 38 weeks per annum)

Effective from:- September 2020

1. "The Catholic School should be a living embodiment of the ideal and a faith. It should demonstrate a way of life; it should be a witness to society. It should practise what it preaches about the dignity and worth of the individual."  
(Cardinal Hume 1988).

1.1 The Governors of St. Teresa's Primary School wish to implement the above quotation by the appointment of staff who are imbued with Gospel values and are prepared to promote these values, maintaining and developing the Catholic character of the School.

1.2 As a member of Staff in St. Teresa's Primary School you will be expected to live the life of the School carrying out your duties in the above context.

2. Post: Casual Midday Supervisory Assistant.

2.1 The post requires that under the direction of the Headteacher and Senior Midday Supervisor and in accordance with established practices and procedures you are to be responsible, individually and as part of a team, for securing the ongoing learning and safety, welfare and good conduct of pupils during the midday break period.

3. In addition you are required to undertake the following responsibilities.

3.1 The supervision of pupils in the dining room, playground, playing field areas and school premises (including toilets and classrooms if necessary) during the school lunch break period.

3.2 Assisting pupils at meal times and following meals to ensure that dining tables are clean, spillage cleaned up, etc.

3.3 Assisting in dealing with minor first aid problems which occur, in accordance with the School's First Aid Procedures.

3.4 Assisting in the maintenance of good order and discipline on the part of pupils, in accordance with the school's Behaviour Policy and reporting persistent unruly behaviour to the Senior Midday Supervisor and Headteacher.

3.5 Such other duties, commensurate with the post, as maybe required, to ensure the safety, welfare and good conduct of pupils during the school's lunch break period.

**NOTE:** The job description may be reviewed at the end of the Academic Year or earlier if necessary. In addition it may be amended at any time after consultation with you. It does not define in detail all the duties/responsibilities of the post.