

JOB DESCRIPTION

SCHOOL:

POST TITLE: Supervisory Assistant

GRADE: C (SCP 3)

REPORTS TO:

MAIN PURPOSE: To work under the direct instruction of the Head Teacher/ Senior Supervisory Assistant, to supervise pupils during the lunchtime period and ensure that problems are resolved or referred to an appropriate level.

TASKS:

- Ensure that pupils wash their hands before they eat
- Escort pupils to and from the dinner area, as necessary
- Ensure that pupils having a school lunch are in the dining hall at the correct time
- Help younger pupils at the serving counter with the proper use of cutlery, and help them cut up their food when necessary
- Assist pupils with the return of used plates, trays, cutlery and beakers etc
- Assist with the cleaning of tables when lunch is finished
- Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use
- Report to the Head Teacher/Senior Supervisor any child whose diet may give rise for concern
- Take charge of groups of children in the playground or the classroom, depending on the weather
- Devise and initiate constructive play opportunities for children when required
- Ensure that children remain within a safe environment, and that they play safely
- Set suitable behaviour standards in line with school policy
- Help children acquire social skills
- Attend to minor accidents sustained during the lunch break, and seek appropriate assistance if necessary
- Attend to any pupil who becomes ill during the lunch break, and again seek appropriate assistance
- Report to the Head Teacher/Senior Supervisor any acts that constitute serious infringements of school rules
- Work under the direction of the teaching staff
- Liaise effectively and professionally with staff; teachers and parents, as required
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

SAFEGUARDING - PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date:

PERSON SPECIFICATION**POST TITLE:** Supervisory Assistant**GRADE:** C (SCP 3)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • Basic skills/Induction • Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> • First Aid training • Child Protection training • The Support Work in Schools VQ (SWIS)
EXPERIENCE:	<ul style="list-style-type: none"> • Experience of dealing with children of a similar age 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working with children in a similar age group
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Good communication skills • Ability to work effectively as part of a team • Be able to maintain confidentiality • Good listening skills • The ability to organise lunchtime activities for children, in conjunction with other staff in school • The ability to be proactive and ensure that childrens lunchtimes are safe and happy • Able to use own initiative • The ability to manage behaviour of children in a positive and supportive manner • An understanding of hygiene and good health 	<ul style="list-style-type: none"> • Relevant knowledge of First Aid • Knowledge of Child Protection • Knowledge of Health & Safety • Equal Opportunities and recognising the nature of the diverse school community
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Friendly, approachable and professional manner • Calm approach • A commitment to working as part of the whole school team and supporting the vision and aims of the school 	