

BROOM COTTAGES PRIMARY AND NURSERY SCHOOL

JOB DESCRIPTION

**Title of Post: Lunchtime Supervisory Assistant**

**Responsible to: Head Teacher**

**Salary: Grade 1, £12435 - £ 14880 per annum pro rata (actual salary £6.35 per hour)**

**Hours: 7 1/2 hrs per week - Mon, Tues, Wed, Thurs and Fri – term time only**

 **11.45 to 1.15**

**Main Purpose of Job**

**To ensure the well-being of all pupils.**

**SPECIFIC TASKS**

**These are the main duties and responsibilities needed to achieve the job purpose.**

* Supervise the washing of hands of pupils.
* Supervise entry/exit into/from the dining hall by the pupils.
* Assist pupils during the meal service.
* Ensure pupils maintain high standards of behaviour, reporting any cases of misbehaviour, especially bullying, as appropriate.
* Clear up all spillages during mealtime promptly.
* Assist in wiping up tables, chairs when necessary at end of the meal.
* Supervision of children in designated areas ensuring good conduct in behaviour in accordance with the schools behaviour policy.
* Initiate games and activities where appropriate, whilst maintaining broad supervision.
* Supervise children in classrooms during inclement weather.
* Engage pupils in safe, enjoyable, and creative activities.
* Perform basic first aid for minor incidents/accidents.
* Maintain accurate and relevant incident/accident records.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* Role requires working with a team.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
* The Post holder may undertake any other duties that are commensurate with the post.
* The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction

**PERSON SPECIFICATION FOR SUPERVISORY ASSISTANT**

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| **ATTRIBUTE** | **ESSENTIAL:** | **DESIRABLE** | **HOW IDENTIFIED** |
| Relevant experience | Excellent interpersonal and communication skills | Experience of working with and supervising children Experience as a Supervisory Assistant | Application form |
| Education and training | General education to be able to write accident reports, read medical information and instructions. | First Aid certificate | Application form / interview |
| Special knowledge and Skills | An understanding of good quality childcare and supervisionAbility to provide activities which will motivate and enthuse childrenAbility to manage pupil behavior inside school and in the playgroundAbility to teach good table mannersAbility to provide safe creative playAbility to communicate well with childrenAbility to communicate well with adultsAbility to meet individual children’s needsA commitment to equal opportunitiesAbility to work supportively as part of a team | Experience of providing stimulating activities for a wide range of children in a play situationUnderstanding of child development  | Application form / interview |
| Any additional factors | Common sense approachStrong desire to work with childrenStrong desire to ensure quality in supervisionSelf motivating, reliable and hard workingShowing initiative and having a ‘can do’ attitude |  | Application form / interview |