

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 supervision  Ability to provide activities which will motivate and enthuse children  Ability to manage pupil behavior inside school and in the playground  Ability to teach good table manners  Ability to provide safe creative play  Ability to communicate well with children  Ability to communicate well with adults  Ability to meet individual children’s needs  A commitment to equal opportunities  Ability to work supportively as part of a team | Experience of providing stimulating activities for a wide range of children in a play situation  Understanding of child development | Application form / interview |
| Any additional factors | Common sense approach  Strong desire to work with children  Strong desire to ensure quality in supervision  Self motivating, reliable and hard working  Showing initiative and having a ‘can do’ attitude |  | Application form / interview |