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| **JOB DESCRIPTION 2015-16** | **Job No.** |  | **ALP** |  | **PSW14** |

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| **Job Title:** |  | **Lunchtime Supervisory Assistant** |  | **Band / salary:** |  |  |  | £ | - | £ |
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| **Responsible to:** |  | Senior Team Leader/Midday Supervisor, SBM, Head of Centre  |  | **Responsible for:** |  | None |
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| **Job purpose:** |  | Under the direction of a Senior Team Leader/ Midday Supervisor ensure the safety, welfare and good conduct of pupils during the midday break period. |

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| **Resources:** |  | **Staff:** |  | None |
|  |  | **Finance:** |  | None |
|  |  | **Physical:** |  | Shared responsibility for lunchtime equipment |
|  |  | **Clients:** |  | Staff, Pupils |

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| **Duties & responsibilities:** Individually or as part of a team, Include but are not restricted to:- |

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| **1.** |  | Supervise pupils in the dining hall, playground areas and school premises. |
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| **2.** |  | Ensure the maintenance of good order and discipline. |
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| **3.** |  | Deal with accidents and incidents in accordance with school procedures. |
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| **4.** |  | Clean up spillages as necessary. |
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| **5.** |  | Shared responsibility for the Health & Safety of pupils during the lunchtime break. |
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| **6.** |  | Undertake various activities with pupils during lunchtime under the direction of the Senior Team leader/Midday Supervisor. |
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| **7.** |  | Other duties appropriate to the nature, level and grade of the post |
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| Play a full part in the life of the ALP, promoting ALP schools positively within the local community and beyond |
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| Undertake other duties and responsibilities as required commensurate with the grade of the post |
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| As a representative of the ALP, it is important that a positive, helpful and courteous approach is adopted with everyone with whom the postholder comes into contact. For the purposes of this aspect of the job, customers can be categorised as internal (e.g. governors, staff and pupils to whom the postholder is providing a service) and external (e.g. parents, visitors, suppliers, contractors, local residents etc). |
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| The ALP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The postholder is therefore under a duty to use the ALP’s procedures to report any concerns they may have regarding the safety or well-being of any child or young person. |
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| **Work arrangements** |

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| **Physical requirements:** |  | Continuous standing and walking for up to 1 – 1.5 hours during the midday break. |
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| **Transport requirements:** |  | None  |
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| **Working patterns:** |  | Monday – Friday term time.  |
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| **Working conditions:** |  | Mainly outdoor working |

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| The ALP will endeavour to make reasonable adjustments to this job description and to the working environment in order to enable access to employment opportunities for disabled job applicants and/or to enable continued employment for an employee who develops a disabling condition. |

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| This job description may, after satisfactory negotiation has taken place, be modified to reflect or anticipate changes which occur over time at a local or national level  |

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|  |  | **(Postholder)** |

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|  |  | **(Line Manager)** |

**PERSON SPECIFICATION**

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| **Job Title:** |  | **Lunchtime Supervisory Assistant** |
| **Assessed by:** |
| **Essential:** |  | **Desirable:** |  |  |

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| **Knowledge & Qualifications** |  | **Knowledge & Qualifications** |

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| Basic Literacy & Numeracy skills |  | First Aid certificate |  |  |
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| **Experience** |  | **Experience** |

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| Working with children of the relevant age |  | Experience of working in a school or in a similar environment |  |  |
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| **Skills & Competencies** |  | **Skills & Competencies** |

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| Ability to follow straightforward oral and written instructions and to keep basic records relating to incidents and first aid. |  | Previous experience of leading a team |  |  |
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| Communication skills to exchange information both orally and written to inform members of staff of incidents relating to lunchtime |  | IT skills relating to Emails and accessing the school electronic diary |  |  |
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| Ability to solve straightforward problems using initiative to make minor decisions if the need arises in the playground or dining hall. |  |  |  |  |
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| Working as part of a team |  |  |  |  |
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| **Physical, mental, emotional & environmental demands** |  | **Physical, mental, emotional & environmental demands** |

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| Ability to work outdoors all year round mainly standing and walking for periods of up to 1.5 hours. |  |  |  |  |
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| Medium periods of concentrated sensory attention being alert to the actions of pupils during the lunchtime break. |  |  |  |  |
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| Ability to deliver active games e.g. throwing, stretching, bending |  |  |  |  |

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| **Other** |  | **Other** |

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| A commitment to providing a quality service to customers. |  |  |  |  |
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| A willingness to undertake job related training. |  |  |  |  |
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| Key to assessment methods; **(A)** application form, **(I)** interview, **(R)** references, **(T)** ability tests **(Q)** personality questionnaire **(G)** assessed group work, **(P)** presentation, **(O)** others  |