



## **JOB DESCRIPTION**

**Post:** Supervisory Assistant Level 1

**Reporting to:** Executive Headteacher, Head of School, Midday Supervisor

**Salary:** £15,115 - £15,375 per annum, pro rata (actual £2,219 - £2,258 per annum) depending on experience.

**Hours of work:** 6.25 hours per week

**JOB PURPOSE:** Responsible to the Executive Headteacher, Head of School and Mid-day Supervisor to ensure the safety and welfare of pupils on the school site during the mid-day break, and for the safe conduct of pupils leaving and arriving at the school at the commencement and near the end of the mid-day break.

**MAIN DUTIES:** The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Supervision of pupils taking a school meal, as well as other pupils on the site during the mid-day break.

Maintaining discipline throughout the lunchtimes break in accordance with guidance given by the Head Teacher and to report back accordingly.

Recording incidents using appropriate procedures, such as incident book or accident book, in order to fulfil the LST's legal obligations.

The supervision of pupils returning to the premises at the end of the mid-day break.

Promoting and implementing the School's equal opportunities policies in all aspects of employment and service delivery.

The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

We are committed to safeguarding children and young people and expect all staff and volunteers to do the same.

**JOB PROFILE - SUPERVISORY ASSISTANT LEVEL 1**

<b>FACTOR</b>	<b>LEVEL</b>	<b>DESCRIPTION</b>
Knowledge	2	The job holder needs knowledge of the LST's relevant procedures or practices although these only relate to a limited number of similar tasks. The job requires basic literacy skills, for such tasks as completing accident or incident reports. The job holder would need to understand the schools Behavioural Policy.
Mental Skills	1	The job holder is regularly faced with problems or situations which he/she must resolve personally. However, these are virtually always resolved by applying existing rules, procedures or instructions.
Interpersonal Skills	3	The job holder has direct contact with pupils in welfare situations. An enhanced level of caring or training skills is required. The job regularly requires advisory, guiding, negotiating and/or persuasive skills when dealing with pupils.
Physical Skills	2	The ability to apply particular physical skills with a moderate level of precision is required for some of the tasks in this job, eg helping children use knives and forks, clearing dishes.
Initiative and Independence	2	There are recognised laid down procedures covering all the main activities and tasks of this job and the job holder normally works from instructions which define all the main tasks. Job holder is expected to handle any unexpected problems or situations which arise.
Physical Demands	3	The job requires the job holder to work in distinctively awkward positions for up to 80% of the working day. Standing and walking places demand on the job holder for over 25% of the day.
Mental Demands	2	Concentrated sensory attention is required to ensure that the tasks and duties of this job are carried out correctly. The job holder is regularly subject to conflicting demands with more than one pupil requiring attention. Unavoidable interruptions occur frequently.

FACTOR	LEVEL	DESCRIPTION
Emotional Demands	2	The job involves direct personal contact with people, usually pupils, whose personal circumstances or behaviour place emotional demands on the job holder.
Responsibility for People	2	The job holder has a direct impact on the well-being of pupils through the provision of a service to them and some of the pupils are reliant on the job holder for their care or welfare.
Responsibility for Supervision	1	The job holder is not required to supervise or manage any authority employees nor any other people in an equivalent position. Occasional demonstration of duties to new staff is required.
Responsibility for Financial Resources	1	The job holder has no direct responsibility for, nor related to, any financial resources.
Responsibility for Physical Resources	2	The job holder is responsible for manual/computer information and equipment.
Working Conditions	3	The job holder regularly works outside for up to 75% of overall working time. Serious verbal abuse, aggression or other anti-social behaviour from pupils and parents is an unavoidable feature of this job.