

Supervisory Assistant - Job Description

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Role Title	Typically reports to	
Supervisory Assistant	Headteacher or designated member of staff	
JE Code	Grade	Date of profile
G243	2	DD/MM/YY
Purpose of the role (job statement)		
<p>Responsible under the direction of the Headteacher, senior supervisor or other nominated person, individually or as a member of the team, for securing the safety, welfare and good conduct of pupils during the midday break period, in accordance with the practices and procedures of the school. Duties will include supervision of the pupils in the dining hall, playground areas and school premises and may include ancillary associated duties (for example, cleaning up spillages, ensuring tables are clean etc) to ensure the maintenance of good order and discipline.</p>		
Main Duties:-		
<ul style="list-style-type: none"> • to undertake games and activities with pupils • to deliver pastoral support whilst supervising the pupils • during play, to support the individual behaviour plans for pupils • to support and supervise pupils consistently whilst recognizing and responding to individual needs and provide advice to assist their social, health and hygiene development • to promote the inclusion and acceptance of all pupils within the play-ground. encourage pupils to interact and work co-operatively with others and engage in all activities • under direction, to receive and organize support for a child who has been excluded or is not included within the playground activities, similarly provide support for distressed pupils • to provide feedback to pupils in relation to their behaviour, when requested • to deal with minor incidents and the health and hygiene of the children • to provide objective and accurate feedback of pupils' behaviour to a senior midday supervisor or appropriate member of staff through a pre-determined reporting procedure • to ensure the health and safety of pupils at all times • to work within an agreed system of supervision with small groups of children to assist the senior midday supervisor in the induction of other midday supervisors, as directed • to be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person • to be aware of and support differences and ensure all pupils have equal access to opportunities to develop • to contribute to overall ethos/work/aims of the school • to attend and participate in regular meetings, training and other activities, as required • to attend meetings with senior midday supervisors, as required • to recognise own strengths and areas of specialist expertise and use these to lead, advise and support others • use these to lead, advise and support others 		
Responsibilities:-		
<ul style="list-style-type: none"> • be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, • confidentiality and data protection, reporting all concerns to an appropriate person • be aware of and support difference and ensure equal opportunities for all • contribute to the overall ethos/work/aims of the school • appreciate and support the role of other professionals • attend and participate in relevant meetings, as required • participate in training and other learning activities and • performance development, as required. 		

Person Specification – Supervisory Assistant			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	<ul style="list-style-type: none"> the ability to develop good relationships with children and to work with them to promote high standards of behaviour and co-operation the ability to understand the role of a midday supervisor in the school in relation to children's play to have an understanding of lunch time organisation and routines and how to support the implementation of these to have a knowledge and an understanding of whole school policies and the ethos of the school with particular knowledge and understanding of relevant playground policies, for example, bullying and racism the ability to assist, when necessary, in the supervision of pupils who are excluded from play the ability to form a good working relationship with teachers and senior midday supervisor and follow instructions and objectives for the class the ability to work with a team of midday supervisors and contribute to the team the ability to participate in training the ability to deal with minor incidents, first aid and the personal health and hygiene of the pupils the ability to work in a changing environment in a flexible way to understand equal opportunities and ensure that all pupils have equal access to opportunities to learn 	E E E E E E E E E E	A I A I A I A I A I A I A I A I A I I
Qualifications and Training	<ul style="list-style-type: none"> First Aid Certificate Current NVQ level 1 or equivalent in English and Maths or experience in relevant discipline/job role 	E E	A A
Experience	<ul style="list-style-type: none"> experience working in a similar role 	E	A I
Disposition	<ul style="list-style-type: none"> calm and able to manage situations that may arise flexible and a good communicator. 	E E	A I A I
Conditions of Service			
National Joint Council			

Signature of post holder

Date

/ /

Signature of headteacher

Date

/ /

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.