SCHOOL:

POST TITLE:

GRADE:

REPORTS TO:

JOB DESCRIPTION

## Supervisory Assistant

C (SCP 3)

# MAIN PURPOSE: To work under the direct instruction of the Head Teacher/ Senior Supervisory Assistant, to supervise pupils during the lunchtime period and ensure that problems are resolved or referred to an appropriate level.

TASKS:

* Ensure that pupils wash their hands before they eat
* Escort pupils to and from the dinner area, as necessary
* Ensure that pupils having a school lunch are in the dining hall at the correct time
* Help younger pupils at the serving counter with the proper use of cutlery, and help them cut up their food when necessary
* Assist pupils with the return of used plates, trays, cutlery and beakers etc
* Assist with the cleaning of tables when lunch is finished
* Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use
* Report to the Head Teacher/Senior Supervisor any child whose diet may give rise for concern
* Take charge of groups of children in the playground or the classroom, depending on the weather
* Devise and initiate constructive play opportunities for children when required
* Ensure that children remain within a safe environment, and that they play safely
* Set suitable behaviour standards in line with school policy
* Help children acquire social skills
* Attend to minor accidents sustained during the lunch break, and seek appropriate assistance if necessary
* Attend to any pupil who becomes ill during the lunch break, and again seek appropriate assistance
* Report to the Head Teacher/Senior Supervisor any acts that constitute serious infringements of school rules
* Work under the direction of the teaching staff
* Liaise effectively and professionally with staff; teachers and parents, as required
* Participate in training and other learning activities and performance development as required
* Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
* Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

## The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date:

PERSON SPECIFICATION

POST TITLE: Supervisory Assistant

 GRADE: C (SCP 3)

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|  | Essential | Desirable |
| QUALIFICATIONS/TRAINING: | * Basic skills/induction
* Willingness to participate in training and development opportunities
 | * First Aid training
* Child Protection training
* The Support Work in Schools VQ (SWIS)
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| EXPERIENCE: | * Experience of dealing with

children of a similar age | * Experience of working in

a school environment* Experience of working with children in a similar age group
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| SKILLS/KNOWLEDGE: | * Ability to relate well to children

and adults* Good communication skills
* Ability to work effectively as part of a team
* Be able to maintain confidentiality
* Good listening skills
* The ability to organise lunchtime activities for children, in conjunction with other staff in school
* The ability to be proactive and ensure that childrens lunchtimes are safe and happy
* Able to use own initiative
* The ability to manage behaviour of children in a positive and supportive manner
* An understanding of hygiene and good health
 | * Relevant knowledge of

First Aid* Knowledge of Child Protection
* Knowledge of Health & Safety
* Equal Opportunities and recognising the nature of the diverse school community
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|  |  |  |
| PERSONAL ATTRIBUTES: | * Friendly, approachable and

professional manner* Calm approach
* A commitment to working as part of the whole school team and supporting the vision and aims of the school
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