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) |
|  |  |  |
| 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 |
|  |  |  |
| 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 |
|  |  |  |
| 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 |  |