**Job Description**

**Supervisory Assistant**

Salary: Grade B, SCP3

Location: St Anne’s Catholic Primary School, Gateshead

Reports to: Headteacher

**Job Purpose**

To assist teaching staff with monitoring pupils during lunchtime and to ensure the wellbeing and safety of pupils, in line with the school's policies and procedures.

**Main Duties and Responsibilities**

* Offering care and support throughout lunchtime.
* Working as a team member.
* Being responsible for the wellbeing and social interaction of the pupils during lunchtime.
* Assisting in the domestic care and welfare of pupils at meal times; and using specialist equipment where necessary (for which relevant training will be provided if required).
* Promoting good order and high standards of behaviour.
* Demonstrating flexibility in relation to covering different year groups within the school.
* Assisting in the supervision of other activities during lunchtime including setting out and storing of relevant equipment.
* Ensuring the outside and inside areas are left tidy for the afternoon session.
* Reporting any accidents and incidents that occur during lunchtime to senior staff in line with school policies and procedures.
* Being watchful of any potentially hazardous situations e.g. slippery floors etc. and reporting concerns to the Senior Leadership Team.
* Attending and participating in training and development courses as required.
* Attending meetings, liaising and communicating with colleagues in the school.
* Being an effective role model for the standards of behaviour expected of pupils.
* Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.

**Professional Values and Practice**

* Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
* Treating pupils consistently with respect and consideration and being concerned with their development as learners.
* In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
* Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
* Reflecting upon and seeking to improve personal practice.
* Working within school’s policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
* Recognising equal opportunities issues as they arise in the schools and responding effectively, following school’s policies and procedures.
* Building and maintaining successful relationships with pupils, parents/carers and staff.

**Additional Information**

* Engage in promoting the values and acting as a role model for the Trust.
* Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
* Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust’s records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust’s information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**October 2023**

**Person Specification**

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| **Factors** | **Essential** | | **Desirable** | |
| **Qualifications & Training** | E1 | Basic literacy and numeracy skills | D1 | First Aid Certificate |
| **Experience** | E2 | Able to engage children in activities indoor/outdoor | D2 | Experience of working in a school environment either in a paid or voluntary capacity |
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| **Skills** | E3  E4  E5  E6  E7 | Good communication  Good sense of humour and respect of colleagues  Good relationships with lunchtime colleagues  To be able to work as part of a team  Ability to work within the school’s policies and guidelines | D3  D4 | Recognition of the needs of SEN children and the ability to promote good playtime behaviour.  Good behaviour management strategies |
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| **Personal Attributes** | E8  E9  E10  E11  E12  E13  E14  E15 | Use own initiative  Flexible approach to work  Awareness of confidentiality, working with integrity  Good timekeeping and good attendance record  Enthusiastic, courteous and polite  Patience and emotional resilience in working with challenging behaviours  Sensitive to the needs of children  Calm and positive approach |  |  |
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| **Special Requirements** | E16  E17 | A commitment to safeguard the welfare of children  Compliance with data protection principles |  |  |
| E18  E19  E20 | Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies  Compliance with health and safety policies, rules and regulations  To uphold the Catholic ethos of our schools |  |  |
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**October 2023**