19.4

JOB DESCRIPTION

**SCHOOL:**

**POST TITLE**: Supervisory Assistant

**GRADE:** C (SCP 3)

**REPORTS TO:**

**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.

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### 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.

**SAFEGUARDING - PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE**

* To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
* To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

**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:

**19.4**

**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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