

Job Description- Supervisory Assistant (Thomas Bewick School)

Post Title	Supervisory Assistant/ Midday Supervisor
Salary Grade	N3
Job Evaluation Code	AA668
Reporting To	Headteacher

Job Purpose (including main duties and responsibilities)

- Responsible to the Head Teacher to ensure the safety and welfare of pupils with a wide range of physical, learning, emotional and behavioural difficulties on the school site during the mid-day break, and for the safe conduct of pupils leaving and arriving at the school.

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

General Duties

- Collection of children from their classrooms, escorting them to the dining room or to the toilets for washing, toileting, changing etc in preparation for, during and following lunch
- Supervision of pupils taking a school meal as well as other pupils on the site during the mid-day break
- Maintaining discipline throughout the lunchtime break in accordance with guidance given by the Head Teacher and to report back accordingly
- Provision of assistance, as necessary, to pupils who are unable to feed themselves in accordance with eating/drinking programmes
- Assisting students to collect their meals and clearing up at the end of meal times
- Supervision of pupils leaving and returning to the premises at the end of the midday break
- To promote and implement the Council's Equality Policy in all aspects of employment and service delivery
- The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with

General Information

The academy will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you may be changed by the CEO to reflect or anticipate changes in Prosper Learning Trust priorities or the job commensurate with the job grade and title.

December 2024



PERSON SPECIFICATION – Supervisory Assistant

Method of Candidate Assessment: A = Application
 I = Interview
 R = Reference

Essential	Desirable	Assessment
Qualifications and training		
Basic literacy and numeracy skills	First Aid Training	A/I
Experience		
Experience of establishing positive relationships with children		A/I
Experience of working with or caring for children		A/I
Personal qualities		
Able to work effectively as part of a team		A/I/R
Able to supervise groups of pupils		A/I/R
Able to use language and other communication skills that children can understand and relate to.		A/I/R
Able to work within and apply all relevant school policies, eg behaviour management		A/I
Special requirements		
Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • emotional resilience in working with challenging behaviours • attitude to use of authority and maintaining discipline.		A/I
Cleared to work with children		DBS Clearance
As assessed and advised by Health and Wellbeing		Medical Questionnaire Medical Examination if required

December 2024