



Post Title: L1 Supervisory Assistant

Grade: BB02

JOB DESCRIPTION

Responsible to: Mid Day Supervisory Assistant (if in post) / School Business Manager / Headteacher

Responsible for: N/A

Job purpose: To be responsible to line management in

- Ensuring the safety of children
- Ensuring the welfare and support the learning of children
- Facilitating the safe conduct of pupils in school and around the site
- Carrying out duties as allocated by line management

Specific responsibilities include:

- Supervision of pupils taking a school meal (preparation, serving, eating, cleanup)
- Supervision of pupils during their usual activities indoors and outdoors and in transit around the site
- Maintaining discipline, good behaviour and a safe environment
- Interacting with pupils in order to support and develop them in play and curricular activities
- Reporting incidents properly and consistently in line with guidance and procedures
- Administering first aid

General responsibilities include:

- Promote and implement the Trust's objectives in all aspects
- Promote and safeguard the welfare and wellbeing of children
- Support and carry out the Trust's policies and procedures
- Assist line management and the Trust in maintaining a healthy, safe and secure environment
- Promote understanding of the Trust's mission, ethos and values and lead by example by outstanding professional conduct

The above is not exhaustive. The postholder will be required to carry out other reasonable duties as specified by line management.



PERSON SPECIFICATION

CATEGORIES		Essential/ Desirable	Assessed by:	
			App Form	Interview /Task
QUALIFICATIONS	GCSE Grade 4 (previously C), or higher, in Maths and English	D	✓	
	Suitable first aid training	D	✓	
EXPERIENCE	Experience appropriate to working with children.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE	Awareness of health and hygiene issues	E	✓	✓
	Able to supervise and constructively interact continuously with children diligently, and help children manage their behaviour appropriately	E	✓	✓
	Good verbal communication skills	E	✓	✓
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E	✓	✓
PERSONAL QUALITIES	Passionate in helping to realise the ethos of the school and the BBCET.	E	✓	✓
	Committed to and undertake Continual Professional Development.	E		✓
	Motivated to work with children and young people.	E		✓
	Emotionally resilient in working with challenging behaviours; and able to use authority and skill in managing behaviour & maintaining discipline.	E	✓	✓
	Enhanced DBS clearance	E	✓	✓
	Able to work successfully as part of a team	E	✓	✓
	Commitment to equality of opportunity for all	E	✓	✓
	Practising Catholic	D	✓	✓