

Pupil Support and Welfare Family

Supervisory Assistant - Job Description		
Role Title	Typically reports to	
Supervisory Assistant	Headteacher or designated member of staff	
JE Code	Grade	Date of profile
G243	2	November 2019
Purpose of the role (job statement)		
<p>Responsible under the direction of the Headteacher, senior supervisor or other nominated person, individually or as a member of the team, for securing the safety, welfare and good conduct of pupils during the midday break period, in accordance with the practices and procedures of the school. Duties will include supervision of the pupils in the dining hall, outside areas and school premises and will include ancillary associated duties (for example, cleaning up spillages, ensuring tables and chairs are clean etc) to ensure the maintenance of good order and discipline.</p>		
Main Duties:-		
<ul style="list-style-type: none"> to assist in keeping the dining hall area clean and hygienic, by cleaning up spillages and ensuring tables and chairs are clean etc. support and supervise pupils consistently whilst recognising and responding to individual needs to promote the inclusion and acceptance of all pupils within the lunch time period to deal with minor incidents and the health and hygiene of the children to provide objective and accurate feedback of pupils' behaviour to a Lunchtime Managers or appropriate member of staff through a pre-determined reporting procedure to ensure the health and safety of pupils at all times to be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to be aware of and support differences and ensure all pupils have equal access to opportunities to develop to contribute to overall ethos/work/aims of the school to attend meetings with Lunchtime Activities Managers, as required 		
Responsibilities:-		
<ul style="list-style-type: none"> be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person be aware of and support difference and ensure equal opportunities for all contribute to the overall ethos/work/aims of the school appreciate and support the role of other professionals attend and participate in relevant meetings, as required participate in training and other learning activities and performance development, as required. 		

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Person Specification – Supervisory Assistant			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	<ul style="list-style-type: none"> the ability to develop good relationships with children and to work with them to promote high standards of behaviour and co-operation 	E	A I
	<ul style="list-style-type: none"> to have an understanding of lunch time organisation and routines and how to support the implementation of these 	E	A I
	<ul style="list-style-type: none"> to have a knowledge and an understanding of whole school policies and the ethos of the school with particular knowledge and understanding of relevant policies, for example, bullying and racism 	E	A I
	<ul style="list-style-type: none"> the ability to form a good working relationship with staff and Lunchtime Managers and follow instructions and objectives for the pupils 	E	A I
	<ul style="list-style-type: none"> the ability to work within a team of midday supervisors and contribute to the team 	E	A I
	<ul style="list-style-type: none"> the ability to participate in training 	E	A I
	<ul style="list-style-type: none"> the ability to deal with minor incidents, first aid and the personal health and hygiene of the pupils 	E	A I
	<ul style="list-style-type: none"> the ability to work in a changing environment in a flexible way to understand equal opportunities and ensure that all pupils have equal access to opportunities to learn 	E E E	A I A I A I
Qualifications and Training	<ul style="list-style-type: none"> First Aid Certificate 	D	A
	<ul style="list-style-type: none"> Current NVQ level 1 or equivalent in English and Maths or experience in relevant discipline/job role 	E	A
Experience	<ul style="list-style-type: none"> experience working in a similar role 	D	A I
Disposition	<ul style="list-style-type: none"> calm and able to manage situations that may arise 	E	A I
	<ul style="list-style-type: none"> flexible and a good communicator. 	E	A I
Conditions of Service			
National Joint Council			

Signature of post holder _____ **Date** ____ / ____ / ____

Signature of headteacher _____ **Date** ____ / ____ / ____

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.