

JOB TITLE:	Supervisory Assistant
GRADE/SALARY:	Grade 2 (Scale Point 7 – 9)
REPORTING TO:	You will have a named line manager (e.g. Senior Supervisory Assistant, HLTA, Middle or Senior Leader).

JOB PURPOSE

To assist with the supervision of pupils during break or lunch time periods, ensuring the safety and security of pupils. This includes indoor and outdoor duties.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

The post holder will:

- Supervise children during meal breaks, this includes helping children with their food and ensuring they use good table manners.
- Supervise queues waiting to enter the dining areas or play areas.
- Supervise children during meal breaks to ensure their welfare and safety is utmost and that good conduct is maintained at all times.
- Supervise all areas both inside and outside where pupils have access during lunch time.
- Check that all pupils return to their classrooms.
- Report all accidents to the Headteacher/ Class Teacher/ Senior Supervisor.
- Ensure that persons on the premises who are not authorized are reported to a Senior Leader.
- Ensure that any issues where children's safety or where children may be at risk of harm are referred to a Senior Leader.
- Report any cases of unacceptable behaviour to the Headteacher/ Senior Supervisory Assistant.
- Supervise children when washing hands prior to the meal being eaten and assist children to put their coats on (in Nursery, primary, Junior and infant schools)
- Make sure all eating and dining equipment is packed away and if required help to clean the dining area.
- Clean up spillages within the dining area.
- Attend to children who are ill during lunch time – as and when required.
- Report any problems or concerns to Senior Supervisor/ Headteacher.

Relevant working conditions

The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking, awkward postures, pushing/pulling, lifting/carrying.

Responsibilities for Resources

- Effective use of materials and resources

Responsibilities for Budgets and People

- None

Performance Management and Review

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line-manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Appraisal Policy.

Core responsibilities and duties

All postholders are required to:

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of students as set out in the Trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals
- Work effectively as part of team;
- Attend relevant meetings, as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Be proactive in seeking appropriate advice and guidance where required;
- Flexible and willing to work between different sites as required;

The duties and responsibilities highlighted in this description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

			Assessed by:	
No.	CATEGORIES	ESSENTIAL/ DESIRABLE	APP FORM	INTERVIEW / TASK
QUALIFICATIONS				
1	Basic numeracy and literacy skills	E	✓	
2	Level 2 Numeracy/ Literacy or willingness to work towards	D	✓	
3	Understanding of safety and security	E	✓	✓
4	Understanding of Safeguarding and Child Protection issues	D	✓	
EXPERIENCE				
5	Experience of dealing with children and young people in a paid or unpaid role.	E	✓	✓
6	Experience of working in a school environment	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
7	Work as an effective team member and apply directions/instructions	E	✓	✓
8	Able to follow written and verbal instructions (e.g. the behavior policy).	E	✓	✓
9	Practical supervision skills (in relation to children and young people)	E	✓	✓
10	Able to make decisions as to when to involve senior staff in difficult situations.	E	✓	✓
11	Able to organise self to plan and complete tasks	E	✓	✓
12	High personal standards	E	✓	✓
13	Very high levels of concentration & alertness required.	E	✓	✓
14	Knowledge of basic Health and Safety and hygiene	E	✓	✓
15	An excellent record of attendance and punctuality	E	✓	
16	Knowledge of basic First Aid	D	✓	
17	Reliability, integrity and stamina	D	✓	
18	Respect confidentiality	D	✓	