

## Job Description and Person Specification

<b>Job Title: Supervisory Assistant</b>	<b>Grade: 2</b>
<b>Department: Education &amp; Inclusion Services</b>	<b>Accountable to: Headteacher</b>
<b>Contractual Terms: As determined by the School</b> <b>*or *Hours per week</b> <b>*Term time only</b>	<b>DBS Requirement: Enhanced</b>

### Overall Purpose of the Job:

To supervise the children, ensuring their safety and wellbeing and good behaviour during lunchtime breaks.

### Duties

- to work closely with members of staff
- to follow the school behaviour policy
- to make sure that the children are where they should be, according to the lunchtime arrangements
- to control the dinner queue and the movement of children to and from the dining room
- to encourage the children to keep good standards of hygiene e.g. washing of hands after using the toilet before eating
- to be discreet at all times (concerning school matters)
- to deal with minor accidents and injuries that occur on the school premises (disposable gloves to worn), inform the Headteacher of any serious incident and complete relevant paperwork
- to supervise children when they have to stay indoors (e.g. inclement weather)
- to be ready to receive children from their classroom at Lunch Break
- to check that gates in school yard are locked and to prevent children from playing near them
- to undertake other duties requested by the Headteacher commensurate with the grade of post

### AT LUNCH

When involved in supervising children who are eating their lunch, supervisors are expected to:-

- be responsible for the children when they are eating
- deal with accidents that happen in the dining room
- be aware that children from different ethnic backgrounds may have different attitudes towards food and the eating of food
- know that rules about eating of food must be flexible enough to allow for medical conditions, allergies, appetite or emotional upsets and children with Special Educational Needs
- continue with other duties (as per rota) after completing duties in the dining room.

### LUNCH TIME PLAY ARRANGEMENTS

When supervising children at play, whether indoors or outdoors, the supervisors are expected to be aware of the need to:-

- deflect likely problems by distracting the child's attention towards other small tasks

- learn children's names as soon as possible
- label the behaviour and not the child
- praise good behaviour
- occupy the children in the playground by organising and playing games thus minimising bad behaviour.

### **WET LUNCH TIME ARRANGEMENTS**

- The children are to be supervised in accordance with the School's wet lunch time arrangements
- Supervisors of Nursery and Reception class children may use the equipment provided in the appropriate classrooms. The supervisors are expected to participate in the children's activities and not to stand back and merely observe.
- The hall and classrooms should be tidied up ready for the afternoon session.
- At the end of the lunch time period the nursery and infant toilets are to be checked to ensure they are flushed and therefore ready for use.

### **UNEXPECTED INCIDENTS**

- Ask all visitors e.g. parents or other adults, to report to the Headteacher or Deputy Headteacher. This includes parents or other adults who wish to collect a child from the school.
- Know exactly what to do if fire breaks out and remember the first responsibility is the safety of the child.
- Know the precise procedure for dealing with any incident which requires first aid and to report any lack of first aid resources to the Headteacher

### **General responsibilities**

- To be responsible for your own continuing self-development and to participate in training and other learning activities and performance development as required
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users
- To carry out health and safety responsibilities in accordance with the School's Health & Safety Responsibilities document.

### **PROTECTING CHILDREN AND VULNERABLE ADULTS IS A CORE RESPONSIBILITY OF ALL STAFF. STAFF ARE EXPECTED TO ALERT THEIR MANAGER TO ANY CONCERNS THEY MAY HAVE REGARDING THE ABUSE OR INAPPROPRIATE TREATMENT OF A CHILD OR YOUNG PERSON, OR VULNERABLE ADULT**

To undertake such other duties and responsibilities commensurate with the grade as may be reasonably required by the Headteacher or as a mutually agreed development opportunity.

The contents of this document will be subject to an annual review in consultation with the post holder. Job descriptions may be amended to reflect and record such changes.

### **Person Specification**

The Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Qualifications** section describes the required standards needed to undertake this particular role.

The **Experience** section describes what is required in terms of what is needed to undertake this job.

The **Knowledge/Skills/Personal Competencies** section describes the kinds of technical, non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Shortlisting and appointment through Application - A, Interview - I and References - R**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
<b>A</b>		
<b>Experience</b>		Experience of working with children
<b>A</b>		
<b>Knowledge/ Skills/Personal Competencies</b>	Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a>	Welsh Language Level 2 - Level 5. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a>
<b>I and R</b>	Able to work well in a team  Good interpersonal and communication skills  Able to establish and maintain good working relationships both internally and with parents/external contacts  Commitment to ongoing professional development  Flexible approach	Able to use technology- computer, video, photocopier, digital camera  Musical ability or creative art skills  First Aid  Understanding of relevant policies/codes of practice and awareness of relevant legislation  Understanding of child development and learning through play  Able to respect children and parents confidentiality

#### **Requirements of the post:**

The employment checks required of this post are:

- Satisfactory pre-employment checks