

Job Specification

Job Title: Supervisory Assistant/ Senior Supervisory Assistant

Grade:
G2 (Supervisory Assistants)
G3 (Senior Supervisory Assistants)

Job Evaluation Code:
GS5540 (Supervisory Asst)
GS5539 (Senior Supervisory Asst)

Reporting to:
Headteacher

Manager's Grade:

Location: Schools

Service Area:
Schools and Lifelong Learning

Service Directorate:
Children & Young People

Workstyle: Workplace based

Overall Purpose of the Post:

To assist with the supervision of pupils during lunch time periods.

Requirements for the post.

	Essential	Desirable
Qualifications/ Training		Support Work in Schools (S.W.I.S.) Level 2 Level 2 Numeracy/ Literacy or willingness to work towards
Knowledge	Willingness to participate in the development and training of pupils Basic Numeracy/ Literacy Skills Appropriate knowledge of First Aid	Knowledge of basic hygiene procedures
Experience	Decision making when to intervene to prevent children injuring themselves or others. When to refer cases of unruly behaviour to the Headteacher.	
Physical Skills	N/A	
Competencies and other skills required	Communication Skills Team Working Skills Supervisory Skills Caring Skills Very high levels of concentration & alertness required Very high levels of emotional demands	

Key Outcomes/ Activities

- To supervise children during meal breaks and to cut up food where appropriate.
- To collect dinner tickets where necessary.
- To supervise queues waiting to enter the dining areas.
- To supervise children during meal breaks to ensure their welfare and safety is utmost and that good conduct is maintained at all times.
- To supervise all areas both inside and outside where pupils congregate during lunch time.
- To check that all pupils return to their classrooms.
- To report all accidents to the Headteacher/ Class Teacher/ Senior Supervisor.
- To ensure that persons on the premises who are not pupils are authorised.
- To refer 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)
- Ensuring children's plates are clean and neatly stacked away.
- Cleaning up spillages within the dining area.
- Attend to children who are ill during lunch time – as and when required.
- Report any problems to Senior Supervisor/ Headteacher.

Other duties commensurate with the grade of the post as directed by the Headteacher.

The duties and responsibilities highlighted in this Job Specification 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.

Responsibility for Resources

Employees (Supervision):

A Senior Supervisory Assistant would be responsible for the day-to-day supervising of a team of Supervisory Assistants

Financial:

None

Physical:

None

Customers and Clients:

Pupils at the school – looking after the welfare and discipline over the whole of the lunch break.

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

The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.

Outdoor working conditions in dry weather & indoor working conditions in wet weather.

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Childcare Disqualification Declaration (where applicable)
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure

Date completed: August 2011