

JOB DESCRIPTION

SCHOOL: St Bede's Catholic Academy

POST TITLE: Lunchtime Supervisory Assistant

GRADE: C (SCP 3)

REPORTS TO: Under the direct instruction of the Head Teacher and Leadership Team

MAIN PURPOSE: To supervise pupils during the lunchtime period and ensure that problems are resolved or referred to an appropriate level.

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TASKS:

- Ensure that pupils wash their hands before they eat
- Ensure that pupils having a school or packed lunch are eating at the correct time and complete a dinner register
- Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use
- Report to the Head Teacher any child whose diet may give rise for concern
- Devise and initiate constructive play opportunities for children when required
- Ensure that children remain within a safe environment, and that they play safely
- Set suitable behaviour standards in line with school policy
- Help children acquire social skills
- Attend to minor accidents sustained during the lunch break, and seek appropriate assistance if necessary
- Attend to any pupil who becomes ill during the lunch break, and again seek appropriate assistance
- Report to the Head Teacher or appropriate staff any acts that constitute serious infringements of school rules
- Work under the direction of the teaching staff
- Liaise effectively and professionally with staff; teachers and parents, as required
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date:

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment

PERSON SPECIFICATION

POST TITLE: Supervisory Assistant
GRADE: C (SCP 3)

	ESSENTIAL			DESIRABLE		
	Attribute		Stage Identified	Attribute		Stage Identified
QUALIFICATIONS/ TRAINING:	E1	Basic skills	AF,I,R	D1	First Aid training	AF,C
	E2	Willingness to participate in training and development opportunities	AF,I,R	D2	Safeguarding training	AF,C
EXPERIENCE:	E3	Experience of working in a primary school environment	AF,I,R	D3	Experience of working with children in a similar age group	AF,I,R
SKILLS/ KNOWLEDGE:	E4	Ability to relate well to children and adults	I,R	D4	Relevant knowledge of First Aid	AF,I,R
	E5	Good communication skills	I,R	D5	Knowledge of Child Protection	AF,I,R
	E6	Ability to work effectively as part of a team	AF,I,R	D6	Knowledge of Health & Safety	AF,I,R
	E7	Be able to maintain confidentiality	I,R			
	E8	Good listening skills	I,R			
	E9	The ability to organise lunchtime activities for children, in conjunction with other staff in school	AF,I,R			
	E10	The ability to be proactive and ensure that children's lunchtimes are safe and happy	I,R			
	E11	Able to use own initiative	AF,I,R			
	E12	The ability to manage behaviour of children in a positive and supportive manner	AF,I,R			

	ESSENTIAL			DESIRABLE		
	Attribute		Stage Identified	Attribute		Stage Identified
	E13	An understanding of hygiene and good health	AF,I,R			
PERSONAL ATTRIBUTES:	E14	Friendly, approachable and professional manner	I,R			
	E15	Calm approach	I,R			
	E16	Suitability to work with children	I,R,D			
	E17	A commitment to working as part of the whole school team and supporting the vision and aims of the school	AF,I,R			
	E18	Be able to conduct a conversation and answer questions in English, for an extended period of time where necessary	I			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references