



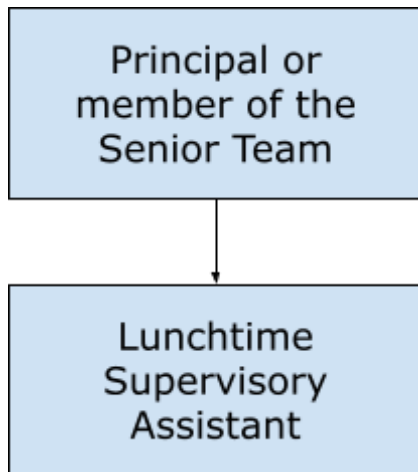
ST FRANCIS
& ST CLARE
CATHOLIC MAC

Job Description

Job Title:	Lunchtime Supervisory Assistant
Department/Section:	St Francis and St Clare Catholic MAC
Responsible for which other posts:	None
Responsible to:	Principal/Vice Principal



Organisation Chart



Job Purpose

To supervise pupils whilst they dine and enhance the children's enjoyment of social/lunchtime. This includes promoting good behaviour, organising and leading activities and teaching children how to play. This will also include setting up team games, encouraging appropriate use of equipment and promoting fair play. To ensure a clean and safe environment, whilst also communicating any concerns to the appropriate staff. To ensure the care and wellbeing of all pupils at all times.

Main Duties

- To ensure the smooth running of the dining room by encouraging pupils to demonstrate key social skills (including the use of good table manners and appropriate behaviour);
- To support pupils whilst dining, including the correct use of a knife and fork;
- To ensure pupils return trays to the appropriate tray return area;
- Ensure the dining room environment is kept safe at all times by wiping spillages and clearing litter;
- Ensure pupils are safe during lunch and social times; in corridors, toilets,

classrooms, dining room and the playground. This includes conducting visual risk assessments during inclement weather conditions;

- To ensure a high standard of discipline is maintained at all times and to apply the academy's behaviour policy consistently;
- To promote inclusion by treating all children fairly and equitably, including being aware of their varying needs (emotional, physical and medical);
- To model supportive and calm language and behaviour to pupils, minimising any potential confrontational situations and also helping pupils to resolve minor disputes;
- To lead and organise play activities, ensuring appropriate play between pupils (including the use of equipment);
- To lead and organise appropriate 'wet play' activities indoors, maintaining a calm environment;
- To liaise with the senior management team or senior staff on matters concerning safety and welfare of pupils during the lunch and break time;
- To refer concerns over the behaviour of any pupils to the senior management team/senior staff;
- To act as a qualified person for the administration of First Aid within the Academy;
- To be responsible for the immediate care and reporting of any injuries or accidents of pupils during lunch and break time;
- To take appropriate action in emergencies and summon assistance as required;
- To maintain the agreed standard of dress and appearance;
- To work in a safe manner at all times, having due regard for others, food safety and health and safety legislation;
- To ensure corridors, toilets and dining room are clean and litter free, during lunch and break times;
- To tidy, organise and maintain dining and play equipment;
- To help with litter picking inside and outside the Academy premises;
- To monitor toilets and reduce the risk of vandalism or accidental damage by pupils;
- To comply with Academy policies;
- To promote the policies and procedures of the Academy at all times;
- To attend and undertake training courses commensurate with your job.

General

- To contribute to the overall Catholic ethos, mission, work and aims of the SFSC MAC;
- To promote the welfare of children and to support schools in safeguarding children through relevant policies and procedures;

- To attend and participate in relevant meetings as required;
- To participate in training and other learning activities as required;
- To undertake such other duties as may be determined from time to time within the general scope of the post;
- This post requires the post holder to undertake an Enhanced DBS check.

In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- **Motivation to work with children and young people;**
- **Ability to form and maintain appropriate relationships and personal boundaries, adopt and promote "Don't Walk On By" policy and comply with all safeguarding requirements with children and young people;**
- **Emotional resilience in working with challenging behaviours;**
- **Attitudes to use of authority and maintaining discipline.**

Signature of post holder	
Date	

Person Specification

Essential Criteria	Desirable	Measured by
Qualifications and Training <ul style="list-style-type: none"> • Basic Education • Basic Health and Safety • First Aid Qualification 	<ul style="list-style-type: none"> • NVQ1 in customer care 	AF

<p>Knowledge and Experience</p> <ul style="list-style-type: none"> Working in a catering/service environment 	<ul style="list-style-type: none"> Working within a school setting Counselling awareness 	<p>AF/I</p>
<p>Skills and Abilities</p> <ul style="list-style-type: none"> Customer Care Working to a routine of tasks/ rotas Flexible and adaptable to adjust workload and tasks Good verbal communication skills with adults and children 	<ul style="list-style-type: none"> Ability to relate to young people 	<p>AF/I</p>
<p>Personal Characteristics</p> <ul style="list-style-type: none"> Builds personal relationships with colleagues and stakeholders, through regular contact and consultation Proactively seek opportunities to increase job knowledge and understanding Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members Works with others to resolve differences of opinion and resolve conflict Requires minimum supervision Takes quick and effective action Ability to keep calm at all times, even under pressure Of smart, personable appearance Demonstrates focused implementation of role and responsibilities Is accountable for own development and encourages the ownership of development needs amongst team members. 		<p>I</p>

COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE

Post Reference: C004

Post Title: Lunchtime Supervisory Assistant

Commitment & Motivation

- Displays energy and enthusiasm and has a positive attitude towards work, demonstrating commitment to achieving individual and Academy goals
- Prioritises own workload
- Takes personal responsibility whilst demonstrating willingness to complete the task to a high standard
- Actively participates in learning opportunities and applies learning to develop own practice
- Effectively liaises with people showing a willingness to give and receive constructive feedback
- Responds positively to feedback and incorporates this into working practice
- Keeps up to date with relevant information and initiatives

Problem Solving & Decision Making

- Works to general instruction using initiative to make routine decisions within guidelines, with the ability to challenge where appropriate and relevant
- Identify incidents, overseeing welfare and behaviour of pupils.
- Escalates decisions outside own area of responsibility
- Gathers relevant information to assist good decision making
- Offers ideas on how things could be done differently

Planning & Organisation

- Organises and manages own tasks and work time effectively
- Implements operational plans for own areas of responsibility under guidance
- Provides feedback to inform planning
- Prepares resources including where appropriate relevant ICT
- Prepares for a specific activity taking account of varying needs and abilities of stakeholders objectives

Managing Objectives

- Has a good understanding of own role and carries out task effectively, within deadline, fulfilling short term goals of the team
- Supervises and control pupil dining areas and playgrounds whilst in use, assisting and supervising pupils in accordance with academy policies and procedures.
- Provides agreed feedback of effectiveness and progress
- Recognises the values, learning styles, management styles and ethos of the Academy

Raising Standards

- Contributes to setting individual objectives and agreeing measurable targets
- Collects supporting evidence and agrees success criteria
- Maintains consistent performance
- Remains focused on delivering results
- Takes responsibility for the quality of own work and keeps manager informed of how the work is progressing
- Provides support for learning activities including effective use of ICT to support pupils learning

Customer Focus

- Demonstrates willingness to help and support pupils and stakeholders
- Demonstrates and promotes the positive values, attitudes and behaviours expected to promote positive relationships
- Contributes to the safeguarding and welfare of pupils
- Adopts a pleasant, helpful and professional manner
- Actively seek information from stakeholders to understand their varying needs, abilities and expectations to support development
- Observes and provides feedback on pupil performance
- Delivers results in a timely manner
- Understand the reasons for Health & Safety within own area and works in a manner which does not compromise their own H&S or that of anyone affected by their work

Communication

<ul style="list-style-type: none"> • Communication of straightforward information within familiar situations, with sensitivity and confidentiality • Communicates effectively either verbally or in writing. • Selects most appropriate method to meet the needs audience including those with complex communication and interaction needs • Shares information with relevant parties in a timely manner • Responds effectively to queries and provides accurate information, knowing when to refer • Completion of standard proformas
<p>Impact & Influence</p> <ul style="list-style-type: none"> • Understands the impact of own behaviour on others. • Interacts positively within a team and will challenge inappropriate behaviour where appropriate. • Develops personal networks and builds positive relationships. • Discusses own needs and listens sensitively to the needs of others • Shares appropriate information and knowledge with other in an open and honest manner • Maintains confidentiality within appropriate boundaries.
<p>Team Working</p> <ul style="list-style-type: none"> • Follows agreed instructions and takes personal responsibility and ownership for own actions, performance and delivery • Shows willingness and ability to work cooperatively with a range of stakeholders • Contributes to dialogue regarding aims and objectives • Provides effective support to colleagues, responds well to guidance
<p>Qualifications & Skills</p> <ul style="list-style-type: none"> • No formal qualifications required

Administration use only	
Job Ref	
Academy Committee Approval	
Last Updated	