

JOB DESCRIPTION

Job Title: Supervisory Assistant
School: West SILC
Pay Range: A1
Responsible to: Senior Leaders

Role:

To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period.

Main Duties

1. Supporting pupils while they eat their lunch, cutting up food for pupils, feeding and making sure tables are clean and that water is available
2. Ensure standards for healthy eating and table manners are maintained
3. Report accidents to the Site Leader and complete accident form if necessary
4. Ensure that school discipline policies are implemented
5. Support the work of other Supervisory Assistants
6. Support induction and training of new staff as required by the Site Leader
7. Respond to duty delegation as required by the Site Leader
8. Lead the children in the establishment of suitable playground games/activities
9. Record inappropriate pupil behaviour and convey serious incidents to the Site Leader and or teacher
10. Maintain checks throughout the lunch break to ensure pupils are safe
11. Follow advice given by Site Leader on action to be taken in cases of inclement weather

Entitlement:

We will provide induction and appropriate training as required – in particular communication skills, health and safety, moving and handling and team teach.

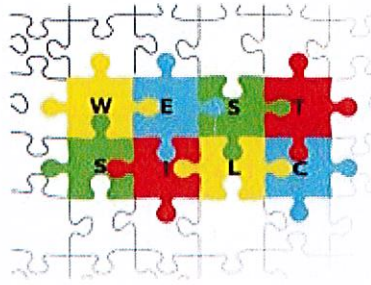
Any Special Conditions of Service:

There is a requirement to submit to an enhanced Criminal Records Bureau background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

Signed (Principal) Date:

I acknowledge that I have seen and received a copy of the above job description.

Signed Date:



PERSON SPECIFICATION

Job Title: Supervisory Assistant

School: West SILC

Pay Range: A1

Essential Criteria	How Identified	Desirable Criteria	How identified
SKILLS Ability to relate well to children and adults Ability to work constructively as part of a team Ability to maintain a safe, calm and happy approach	Application form and selection process Application form and selection process Application form and selection process		
KNOWLEDGE & UNDERSTANDING Working with or caring for children of relevant age Basic childcare and health and safety knowledge	Application form and selection process Application form and selection process	Appropriate knowledge of first aid	Application form
QUALIFICATIONS/ TRAINING Participate in development and training opportunities	Application form and selection process		
OTHER CONDITIONS			