**JOB DESCRIPTION**



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| **Post Title:** Lunchtime Supervisory Assistant | **Director/Service/Sector:** Children’s Services | **Office Use** |
| **Grade:** | **Workplace:** Collingwood School & Media Arts College | **JE ref:****HRMS ref:** |
| **Responsible to:** SMT | **Date:** | **Lead & Man Induction:** |
| **Job Purpose:** Under the direction of the SMT, to ensure the safety, welfare and good conduct of pupils during the midday break period. |
| **Resources** Staff | None. |
| Finance | None. |
| Physical | None. |
| Clients | None. |
| **Duties and key result areas:** Individually or as part of a team, Include but are not restricted to:-1. Supervise and support pupils in the dining hall, playground areas and school premises. Includes:a) Cloakroom trainingb) Serving meals where requiredc) Social training in table manners, use of cutlery etc d) Encouraging pupils to try new or unfamiliar foods e) Cleaning up spillagef) General Dining room supervisiong) Encouraging pupils to make sensible and healthy choices h) Attend to pupil who is ill or who has had an accident2. Supervise and support children in their access to play.3. Organise and encourage games, safe play activities4. Ensure at all times that conduct is reasonable to ensure the safety of all pupils during the lunch period.5. Report any incidents to the SMT6. Establishing good relationships with pupils; responding to the needs of each individual child and ensuring acceptance of each child7. Comply with all school polices relating to: Health and Safety; Child Protection and Safeguarding8. Work in such a way to promote the ethos and vision of the school9. Participate in training and development10. To undertake other duties and responsibilities as required commensurate with the grade of the post**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to do the same** |
| **Work Arrangements** |
| Physical requirements:Transport requirements: Working patterns:Working Conditions: | Continuous standing and walking.None.Monday to Friday lunchtime working.Outside working. |

**PERSON SPECIFICATION**



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| **Post Title:** Lunchtime Supervisory Assistant | **Director/Service/Sector:** Children’s Services | Ref: |
| **Essential** | **Desirable** | **Assess****by** |
| **Qualifications and Knowledge** |
| Experience of working with and caring for children of the relevant age |  |  |
| **Experience** |
| No specific experience in the workplace is necessary. | Some experience in a similar environment. |  |
| **Skills and competencies** |
| Ability to follow straightforward oral and written instructions and to keepbasic work records.Ability to communicate effectively with children or young people Ability to understand and adhere to the need for confidentiality Ability to contribute to multi disciplinary meetingsPhysical skills related to the work. Appropriate first aid training Working as a member of a team | Current restraint techniques |  |
| **Physical, mental and emotional demands** |
| Ability to work outdoors all year round. |  |  |
| **Motivation** |
| A commitment to providing a quality service to customers.A genuine interest in and enthusiasm for the education of children | A willingness to undertake job related training. |  |
| **Other** |
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits