

St Godric's Catholic Primary School



We love, value and respect each other

JOB DESCRIPTION

Supervisory Assistant

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

- 1. POST TITLE:** Supervisory Assistant
- 2. GRADE:** GRADE 1 (£18,562 PRO RATA)
- 3. LOCATION:** St Godric's Catholic Primary School

4. RELEVANT TO THIS POST

Disclosure & Barring Service: Subject to DBS Enhanced disclosure

5. ORGANISATIONAL RELATIONSHIPS:

The post holder will be accountable to the Headteacher

6. DESCRIPTION OF ROLE:

To oversee and contribute to the care, safety, welfare and supervision of children during the lunch times, in the playground, dining and other areas, ensuring that the whole lunchtime experience is as positive as possible for all children.

7. DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:

Listed below are the responsibilities this role will be primarily responsible for:

Within the role of Supervisory Assistant at St Godric's Catholic Primary School, you are expected to:

- To interact positively and establish good relationships with all children and other staff as necessary
- To ensure children enjoy lunchtime, healthy eating and a relaxed, engaging environment
- To promote and support a whole school approach to inclusive play

- To support all children and school staff as necessary
- At all times to work within the school's policies with regard to: Behaviour Management/Equal Opportunities/Safeguarding/Health & Safety/Anti-Bullying/Confidentiality/Risk Management & Play
- To carry out responsibilities under the direction and guidance of the post's manager.
- To support and supervise children in the dining room, playground, corridors, toilets or other areas during lunchtime depending on the timetable and rota established.
- To always listen to children's concerns and respond appropriately
- To deal with difficult or challenging behaviour by pupils in a calm and professional way
- To be alert for children who are at risk of bullying or being bullied and intervene in disputes be they physical or verbal as necessary
- To ensure that all children who suffer any injury or accident are dealt with appropriately and in accordance with the school's agreed procedures
- To report any serious concerns regarding children's welfare or behaviour to the the Headteacher, Deputy or Behaviour Lead as necessary
- Assisting where necessary in ensuring that all those who are on the premises at lunchtime have authority to be there.

Playground

- Work as part of a team to initiate and develop a range of inclusive and stimulating indoor and outdoor play opportunities (including in wet weather) for all children and to participate in the delivery of these play opportunities as required.
- Ensure provision of a safe play environment in which children are able to play freely.
- Ensure with other team members that a good, changing and varied supply of play materials and equipment are sourced, maintained and stored. Report any worn, missing or damaged materials to the Play Co-Ordinator.
- Employ a 'low intervention, high response' approach to children's play, involving observing children's play and facilitating specific activities, such as creative play, to support the extension of their play.
- Allow children the freedom to play whilst supporting them through any difficulties they may experience in playtime

- To liaise with the class teacher/Behaviour Lead regarding any concerns about individual children at the end of each session; and make appropriate records.
- To advise and support children to be adequately dressed for the weather conditions
- To ensure that when halls or classrooms are used during break time they are left tidy.
- To check toilet areas regularly and to ensure that they are clean and being used appropriately.
- Report any hazards in the playground environment to the SLT, and highlight any concerns about risks in children's play activities.
- Report any serious incidents to the Behaviour Lead and record details fully and appropriately, according to school procedures.
- Record accidents and administer minor first aid as directed by post manager or other school staff qualified in first aid.
- Encourage children not to litter and to use the bins provided (including recycling).
- Assist in tidying the playground at the end of lunchtime.
- Supervise children to line up in their classes at the end of lunchtime.
- Inform the school office in the event of absence or sickness.
- Attend and participate in team meetings, supervisions, training and insets as required.
- Participate in partnerships with colleagues, parents, and children and outside agencies that support a whole school approach to play and physical activity within the school as required.
- Any other duties as deemed reasonable by the head teacher.

Dining Hall

- Supervise children as they queue for lunch in the dinner hall.
- Supervising children to clear their plates and cutlery and to assist in wiping down tables, sweeping up spillages and maintaining high standards of hygiene in the dining hall.
- To encourage children to eat their lunch, helping them to cut up food into edible pieces, distributing water, ensuring that dietary requirements are adhered to and assisting in any other way that may be necessary

8. JOB CONTEXT

Supervisory Assistants at St Godric's RC Primary School have an essential role in helping to realise the visions and values set out in the school's play policies. The opportunities which lunch times offer for children to play sociably, outdoors and in environments which enhance play are very valuable experiences for their well-being and development.

Supervisory Assistants should make a valuable contribution to the management of the school and the care and well-being of the children. Happy and playful lunchtimes are an important part of the school day allowing children to eat, socialise and experience the benefits of freely chosen play.

9. SUPERVISION AND WORK PLANNING

The Supervisory Assistants will not be required to supervise staff within the setting.

10. PROBLEMS AND DECISIONS

The Supervisory Assistants will be required to resolve day to day issues of a practical or routine nature amongst the children but issues of an operational or organisational nature should be referred to members of the SLT.

11. PHYSICAL EFFORT AND/OR STRAIN

Working with children is demanding and requires stamina and resourcefulness. This post will require physical effort such as playing games with children if requested.

12. WORKING ENVIRONMENT

The working environment will be part or all of the school premises or accommodation selected by the school. Supervisory Assistants will be required to be dressed appropriately and will be issued with outdoor clothing and footwear for this purpose if required.

12. GENERAL

This job description contains the main duties relating to this post and does not describe in detail all the duties required to carry them out and there will be an expectation that the post holder will carry out other duties that reasonably fall within the general nature of the level of responsibility of the post.

13. SPECIAL NOTES OR CONDITIONS

'The postholder will be subject to an enhanced Criminal Records Bureau check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions (including cautions, bindovers or no case to answer) must be declared'.

'The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools child protection and behaviour management policy'.

COMMON DUTIES AND RESPONSIBILITIES:

14.1 Quality Assurance

To set, monitor and evaluate standards at individual, team performance and service quality so that the school's requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

14.2 Communication

To establish and manage the team communications systems ensuring that the school's procedures, policies, strategies and objectives are effectively communicated to all employees.

14.3 Professional Practice

To ensure that professional practice in the school is carried out to the highest standards and developed in line with the school's stated objectives of continual improvement in quality of its service to internal and external customers.

14.4 Health and Safety

To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

14.5 General Management (where applicable)

To ensure the application of the school's policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

14.6 Appraisal

All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

14.7 Equality and Diversity

To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

14.8 Confidentiality

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets. The school has a Personal Information Security Policy in place.

14.9 Induction

The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

14.10 Safer Recruitment

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher.