

SOUTH WELLFIELD FIRST SCHOOL

Job Outline

Post	Supervision Level 1 - Supervisory Assistant
Scale	Grade 2 (6 hours 15 minutes)
Responsible to	Senior Supervisor or designated member of staff

Main Duties of the Post

Responsible under the direction of the Headteacher, senior supervisor or other nominated person, individually or as a member of the team, for securing the safety, welfare and good conduct of pupils during the midday break period, in accordance with the practices and procedures of the school. Duties will include supervision of the pupils in the dining hall, playground areas and school premises and may include ancillary associated duties (for example, cleaning up spillages, ensuring tables are clean etc) to ensure the maintenance of good order and discipline.

Support for Pupils/Families

- To supervise and support pupils during the lunch break
- To undertake games and activities with pupils
- To respond to the needs of individual children and provide advice to assist their social, health and hygiene development where appropriate
- To promote the inclusion and acceptance of all pupils within the playground
- Encourage pupils to interact and play co-operatively with others and engage in activities
- Under direction, to receive and organise support for individual children e.g. if they are upset or have difficulty in joining in playground activities
- To provide feedback to pupils in relation to their behaviour, when requested
- To deal with minor accidents and incidents

Support for Teachers

- To provide objective and accurate feedback of pupils' behaviour to the Senior Midday Supervisor or appropriate member of staff through a pre-determined reporting procedure
- To ensure the health and safety of pupils at all times
- Where appropriate to work within an agreed system of supervision with small groups of children and to take responsibility for their welfare

Support for the School

- To be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To be aware of and support differences and ensure all pupils have equal access to opportunities to develop
- To contribute to overall ethos/work/aims of the school
- To attend and participate in regular meetings, training and other activities, as required
- To attend meetings with the Senior Midday Supervisor, as required
- To recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- To assist the Senior Midday Supervisor in the induction of other Midday Supervisors, as directed

General

To undertake any other duties appropriate to the grade of the post.

Agreed that the Job Outline is a fair and accurate statement of the requirements of the job

Job Holder**Date**.....

Line Manager **Date**.....

NORTH TYNESIDE COUNCIL

CHILDREN, YOUNG PEOPLE AND LEARNING DIRECTORATE

Person Specification

Post **Supervisory Assistant**

Scale **Grade 2**

Area	Criteria	Requirement
Skills/Knowledge/Aptitudes	<ul style="list-style-type: none">• The ability to develop good relationships with children and to work with them to promote high standards of behaviour and co-operation• The ability to understand the role of a Midday Supervisor in the school in relation to children's play• To have an understanding of lunch time organisation and routines and how to support the implementation of these• To have a knowledge and an understanding of whole school policies e.g. bullying, behaviour• To be able to contribute positively to the ethos of the school• The ability to assist, when necessary, in the supervision of pupils who are excluded from play• The ability to form a good working relationship with teachers and Senior Midday Supervisor and be able to contribute positively to the team• The willingness to participate in training• The ability to deal with minor incidents, first aid and the personal health and hygiene of the pupils• The ability to work in a changing environment in a flexible way• To understand equal opportunities and ensure that all pupils have equal access to opportunities	Essential Essential Essential Essential Essential Essential Essential Essential
Qualifications and Training	<ul style="list-style-type: none">• First Aid Certificate	Desirable
Experience	<ul style="list-style-type: none">• Experience working in a similar role	Desirable