



## JOB DESCRIPTION

<b>Job Title:</b>	Supervisory Assistant (Breakfast Club)
<b>Responsible to:</b>	The Head Teacher
<b>Place of Work:</b>	Your normal place of work will be Tudhoe Colliery Primary School, but you may be asked to work at any of Trust's sites across County Durham.
<b>Hours:</b>	5.00 hrs per week - Monday - Friday (Breakfast) Part Time Term Time
<b>Salary:</b>	Grade 1 (SCP 3) £24,796 pro rata for Part Time Term Time

### Job Summary

The Supervisory Assistant will be responsible for the care and supervision of the children during breakfast club, covering the full interval preceding the meal and the session after the meal, in accordance with the Trust's policies and procedures.

### Duties and Responsibilities

The main duties will be carried out under the direction and control of the Head Teacher and will include the following:

- Supervise the washing of hands of pupils.
- Supervise entry/exit by the pupils.
- Assist pupils during the meal service.
- Ensure pupils maintain high standards of behaviour, reporting any cases of misbehaviour, especially bullying, as appropriate.
- Clear up all spillages during mealtime promptly.
- Assist in wiping up tables, chairs when necessary at end of the meal.
- Supervision of children in designated areas ensuring good conduct in behaviour in accordance with the schools behaviour policy.
- Initiate games and activities where appropriate, whilst maintaining broad supervision.
- Engage pupils in safe, enjoyable, and creative activities.
- Perform basic first aid for minor incidents/accidents.
- Maintain accurate and relevant incident/accident records.
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Role requires working with a team.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.

The Post holder may undertake any other duties that are commensurate with the post.



# TUDHOE LEARNING TRUST



## PERSON SPECIFICATION - Supervisory Assistant (Breakfast Club)

Category	Essential	Desirable	Assessment
<b>Education, Qualifications and Training</b>	Basic literacy and numeracy skills	First Aid Certificate  Willing to take further training with particular emphasis on a Child Protection certificate.	Application
<b>Experience</b>	Knowledge of the duties and role of the Supervisory Assistant.  Previous experience of working with or caring for children aged 3-11 years.	Experience of working in a school environment either in a paid or voluntary capacity.	Application / Interview  Application/ Interview
<b>Attitudes and Abilities</b>	Able to plan engaging and exciting activities for children.  Good communication skills and interacts well with children.  To be able to work under pressure.  To be able to work effectively as part of a team and have positive relationships with work colleagues.  Ability to work within the school's policies and guidelines.  Recognition of the needs of SEN children and the ability to promote good playtime behaviour.  Understanding of safeguarding children.	Basic understanding of child development and learning.  An understanding of children with special needs.  Good behaviour management strategies.	Interview / Application References
<b>Personal Attributes</b>	Use own initiative.  Flexible approach to work.  Awareness of confidentiality, working with integrity.  Good timekeeping. Enthusiastic, Courteous and polite  Patience and emotional resilience in working with challenging behaviours. Sensitive to the needs of children.  Calm and positive approach.		Interview
<b>Working Arrangements</b>	Enhanced DBS (school will arrange for this).  Part time. Term time.		Interview/ Application Form