



# JOB DESCRIPTION

<b>CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO</b>	<b>This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</b>
<b>SCHOOL</b>	
<b>POST TITLE</b>	<b>SUPERVISORY ASSISTANT</b>
<b>ROLE PROFILE</b>	<b>LD1</b>
<b>TOOLKIT JOB REF NUMBER</b>	<b>ToolkitJD-12c</b>
<b>GRADE</b>	<b>1 (inclusive of JWCs)</b>
<b>RESPONSIBLE TO</b>	<b>Headteacher</b>
<b>RESPONSIBLE FOR</b>	<b>Not Applicable</b>
<b>HOLIDAY AND SICKNESS COVER</b>	
<b>PURPOSE OF JOB</b>	<b>TO SUPERVISE PUPILS DURING THE SCHOOL LUNCH BREAK AS PART OF A TEAM INCLUDING ATTENDING TO THEIR WELFARE AND DOMESTIC NEEDS</b>
<b>RELEVANT QUALIFICATIONS AND EXPERIENCE</b>	

## **JOB DESCRIPTION FOR POST OF:- SUPERVISORY ASSISTANT**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

**The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**

#### **Main Duties and Responsibilities**

1. Supervision of pupils immediately before, during and after the midday meal. This includes provision for children who bring sandwiches.
2. Supervision of the pupils' entry into the dining area, including supervision of pupils during any journey or walk to the dining room.
3. Supervision of pupils in the playground
4. Guidance on table manners
5. Assistance with clearing tables
6. Assistance with washing down tables and resetting where required and when school meals staff are not available.
7. Setting up and removal of furniture when caretaker not available.
8. Taking such steps as necessary when children are sick. Assisting to their needs when in distress and reporting the situation to a teacher.
9. To arrange for emergency treatment when required, e.g. calling for a teacher if there has been an accident.
10. Vigilant in the playground in recognising potential dangers and approaching unauthorised personnel who enter the school.
11. To undertake any agreed programme of training.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

**ISSUE DATE:**

## **PERSON SPECIFICATION**

### **POST: LUNCHTIME SUPERVISOR**

<b>Essential Requirements</b>
<b>Skills/Knowledge</b>
<ul style="list-style-type: none"><li>• Ability to relate well to children and adults</li><li>• Ability to work as a member of a team or alone</li><li>• Can manage the behaviour of pupils in a reasonable manner</li><li>• Has a caring positive attitude towards pupils welfare</li><li>• Ability to relate to pupils with special educational needs</li><li>• Can maintain trust and confidentiality where appropriate</li><li>• Ability to use initiative</li><li>• Awareness of Council's Equal Opportunities Policies and Health and Safety Policy</li><li>• Reliable and punctual</li><li>• Appropriate knowledge of first aid</li><li>• Flexible, prepared to undertake other tasks associated with the post</li></ul>
<b>Experience / Qualifications/ Training etc. (if any)</b>
<ul style="list-style-type: none"><li>• Willing to undertake any appropriate training</li><li>• Prepared to be involved in the process of performance management</li><li>• Previous experience of working with children desirable</li></ul>
<b>Work related circumstances</b>
<ul style="list-style-type: none"><li>• Able to work in conditions related to schools</li><li>• Prepared to work hours required by school</li><li>• Able to attend half termly meetings</li><li>• Can maintain personal presentation that sets high standards for the pupils</li></ul>

Assessment of the essential requirements will be by application form, interview and references. This Person Specification outlines the skills, qualifications and experience needed to do this job.

The Person Specification is one of the things used to shortlist candidates for interview and therefore applicants should try to match their skills, experience and qualifications to the Person Specification and put these on their application form.