

Job Description

School	Pool-in-Wharfedale CE Primary School
Job Title	Supervisory Assistant
Grade	A1
Conditions Of service	NJC
Responsible To	Midday Supervisor/Lunchtime Behaviour Supervisor
Responsible For	None

Special Conditions of Service: This post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence. There may be a need to occasionally work outside of school hours and off school premises as required by the school.

Job Purpose: To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period.

Responsibilities

Supporting pupils while they eat their lunch, cutting up food for pupils and making sure tables are clean and that water is available

Ensure standards for healthy eating and table manners are maintained

Report accidents to the Midday Supervisor and complete accident form if necessary

Ensure that school discipline policies are implemented

Support the work of other Supervisory Assistants

Support induction and training of new staff as required by the Midday Supervisor

Respond to duty delegation as required by the Midday Supervisor

Lead the children in the establishment of suitable playground games/activities

Record inappropriate pupil behaviour and convey serious incidents to the Midday Supervisor and or teacher

Maintain checks throughout the lunch break to ensure pupils are safe

Follow advice given by Midday Supervisor on action to be taken in cases of inclement weather

To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills

To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.

Be responsible for safeguarding children and promoting their welfare and following child protection procedures

Be aware of and comply with school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications

Appropriate knowledge of first aid is desirable

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

Ability to relate well to children and adults

Ability to work constructively as part of a team

Ability to maintain a safe, calm and happy approach

A flexible approach to working with the ability if required to occasionally work outside of school hours and off school premises.

Knowledge Required

Working with or caring for children of relevant age

Basic childcare and health and safety knowledge

Experience Required

N/A

Behavioural & other Characteristics required

Committed to continuous improvement.

Ability to understand and observe the Schools and Leeds City Council's Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under the Schools and Leeds City Council's Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development

DESIRABLE REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Skills Required

N/A

Knowledge Required

Appropriate knowledge of first aid

Experience Required

N/A

Behavioural & other Characteristics required

N/A

Job Description Content Prepared / Reviewed by:

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Designation: Headteacher

Date:24.10.26

