



JOB DESCRIPTION

CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO	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
SCHOOL	SHARROW SCHOOL
POST TITLE	SUPERVISORY ASSISTANT
ROLE PROFILE	LD1
TOOLKIT JOB REF NUMBER	ToolkitJD-12c
GRADE	1 (inclusive of JWCs)
RESPONSIBLE TO	Line Manager as defined in staffing structure
RESPONSIBLE FOR	As defined in staffing structure
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	TO SUPERVISE PUPILS DURING THE SCHOOL LUNCH BREAK AS PART OF A TEAM INCLUDING ATTENDING TO THEIR WELFARE AND DOMESTIC NEEDS
RELEVANT QUALIFICATIONS AND EXPERIENCE	SEE PERSON SPECIFICATION

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.
12. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the school's child protection policies
13. 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: OCT 23

PERSON SPECIFICATION FOR POST OF:-**SUPERVISORY ASSISTANT**

Please demonstrate in your application **HOW** you meet the shortlisting criteria giving examples of relevant experience.

EDUCATIONAL ACHIEVEMENTS, QUALIFICATIONS AND TRAINING		SHORTLISTING / INTERVIEW
A first aid qualification	Desirable	
A qualification / successful completion of a training course in working with children	Desirable	
EXPERIENCE		
Experience of working with children in a school setting	Desirable	
Experience of working as part of a team	Desirable	
JOB RELATED KNOWLEDGE, APTITUDES AND SKILLS		
An ability to show initiative and apply effective strategies to deal with situations which may arise in school e.g. taking appropriate action if it starts raining or dealing with a disagreement between children	Essential	Shortlisting & interview
An ability to interact effectively with pupils and colleagues	Essential	Shortlisting & interview
A knowledge of different playground games and activities and an ability to engage children in co-operative play	Desirable	
PERSONAL QUALITIES		
Confidence, warmth, sensitivity, reliability and enthusiasm	Essential	Shortlisting
Ability to communicate effectively with children and young people	Essential	Shortlisting
Good interpersonal skills	Essential	Shortlisting & Interview
EQUAL OPPORTUNITIES		
Commitment to equality of opportunity for all regardless of gender, disability, religion and ethnic origin.	Essential	Shortlisting