



Coventry City Council

Job Description

Vacancy Reference No:**Job Title:** Senior Supervisory Assistant**Job Number:****Directorate:** Children, Learning and Young People**Post Number:** L3227D**Service:** Services for Schools**Grade:** Grade 3**Location:** Earlsdon Primary School**Job Purpose:**

Under the direction of the Headteacher, Deputy Head and SBM and in close co-operation with the Catering Manager and staff, to be responsible for the supervision of Supervisory Assistants in Earlsdon Primary School and undertake the duties of a supervisory assistant.

Main Duties and Responsibilities:

1. Supervise and direct a group of lunchtime supervisory assistants, including delivery of basic training, leading team meetings, maintaining rotas, paperwork and records, undertaking annual performance management with support from SBM where necessary.
2. Ensure adequate supervision of pupils is in place in the dining hall, playground areas and school premises, ensuring adherence to the Behaviour Policy and that an acceptable level of order and discipline is maintained, according to the guidelines set by the Head Teacher.
3. Ensure all school policies and procedures are disseminated and followed at lunchtime working with the Head Teacher, Teaching staff, SBM and Catering Staff.
4. Ensure that lunchtime supervisors are encouraging all pupils wash their hands prior to lunch and assist them to do so where necessary.
5. Ensure that a nominated staff member is in place to oversee the correct distribution of meals to pupils, paying particular attention to pupils with allergies and intolerances to safeguard them from consuming the wrong food.
6. Report any adjustments relating to under or overpayment of food to the office on the same day.
7. Ensure there is adequate guidance from staff to supervise and assist pupils in returning waste food, plates and cutlery to the appropriate points.

8. Ensure that the dining hall is kept in a hygiene state before, during and after the lunchtime period and that staff are wiping tables, cleaning spillages, eg. food, vomit in a timely fashion.
 9. Undertake basic first aid and seek further medical assistance where necessary; keeping the SBM informed and maintaining records of accidents and first aid given.
 10. Organise staff to ensure that there are sufficient stimulating outdoor activities for pupils daily.
 11. Organise engaging activities for pupils where necessary, in particular indoors, when there is inclement weather.
 12. Follow fire and evacuation procedures and ensure safety of pupils at all times.
 14. During the closure of schools, ensure staff assist the kitchen staff with general cleaning duties in the kitchen and dining area. Ensure the robust cleaning of dining furniture on a termly basis.
 15. Supervise and assist with putting away tables and chairs.
 16. Model professional behaviour and attitudes to colleagues and pupils.
 16. Any other duties and responsibilities within the range of the salary grade.
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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Supervisory Assistants

Responsible to: School Business Manager

Date: January 2024



Coventry City Council

Person Specification

Job Title:	Senior Supervisory Assistant	Job Number:	
Directorate:	Children, Learning and Young People	Post Number:	
Service:	Services for Schools	Grade:	Grade 3
Location:	Earlsdon Primary School		

Job Requirements	
Knowledge:	Previous experience in a similar role would be advantageous.

Skills and Abilities:	<ul style="list-style-type: none">• Able to work within the school's guidelines for safeguarding and health & safety procedures putting the needs of the child at the heart of good practice.• Able to communicate effectively with others to receive and pass on information and instructions and provide guidance in a firm but pleasant manner.• Basic reading and writing skills (to maintain records of accidents and first aid and check that pupils have paid for their meals or are entitled to a free meal).• Able to communicate effectively with pupils to keep control, pass instructions and organise activities where appropriate in a firm but pleasant manner.• Able to model professional, respectful and appropriate language and conduct to both colleagues and pupils.• Able to administer basic first aid.• Able to follow laid down procedures for different incidents, particularly in the case of fire, evacuation or accidents in a controlled and systematic way.• Able to supervise and control children to minimum standards of discipline set.• Able to work with children from multi-cultural background.• Able to assist pupils with developing their eating skills.• Able to adhere to guidelines set by Head Teacher for lunchtime supervision.• Able to supervise and direct the work of supervisory assistants.• Able to undertake training of supervisory assistants and provide advice and guidance.• Able to maintain records and associated paperwork such as records of incident, completion of timesheets.
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Experience:	<ul style="list-style-type: none">• Experience of children in some capacity of responsibility, ie. own children or previous school experience for example: In primary school, this should be with 5-11 year olds.• Experience of team work and team supervision• Experience of following set procedures and policies
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Educational:	
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Special Requirements:	<ul style="list-style-type: none">• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.• Willing to clean up food or vomit or carry out other menial tasks such as carrying food/trays.
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Date: January 2024