



## SENIOR SUPERVISORY ASSISTANT JOB DESCRIPTION

<b>POST:</b>	Senior Supervisory Assistant
<b>GRADE:</b>	Grade 2
<b>HOURS:</b>	10 hours per week term time only (lunchtime)
<b>SALARY:</b>	£18,198 to £18,933 FTE all year
<b>DIRECTORATE:</b>	Children's Services
<b>SECTION:</b>	Primary Schools
<b>LOCATION:</b>	Stivichall Primary School
<b>DURATION:</b>	Permanent

### **Job Purpose:**

To be responsible for securing the safety, welfare and good conduct of pupils during the midday break.

Under the direction of the Head of Establishment or nominee and in close co-operation with the Catering Supervisor and staff, to be responsible for the supervision of Supervisory Assistants in the school or and undertake the duties of a supervisory assistant

### **Duties and Responsibilities:**

1. Supervise and direct a group of supervisory assistants, including undertaking training and maintaining associated paperwork and records.
2. Develop positive relationships with children and to facilitate their play.
3. Organise and manage the rota of supervisory assistants and arrange cover in the event of any sickness.
4. Organise and manage the distribution and replenishing of lunch time play resources.
5. Ensure that members of the supervisory assistant team are following the procedures for Safeguarding as outlined in school policy, including the recording of incidents on the CPOMS system.
6. Supervise pupils in the dining hall, playground areas and school premises, ensuring an acceptable level of order and discipline is maintained according to the guidelines set by the Head Teacher/Line Manager
7. Ensure that pupils have washed their hands prior to lunch and assisting them to do so where necessary.

8. Ensure that each pupil that has paid for their meal or is entitled to a free meal receives one through effective management of registers and check lists.
  9. Assist pupils in the collection of food trays and plates and in the serving of meals and food where necessary.
  10. Assist very young or less able pupils in developing good independent eating skills.
  11. Supervise and assist pupils to return waste food, plates and cutlery to the designated points.
  12. Undertake ancillary duties including the wiping of tables and cleaning of spillages (e.g. food, vomit).
  13. Care for sick children and, as a qualified first aider provide medical assistance and complete documentation as per the First Aid Policy.
  14. Ensure that parents or carers are contacted as per the First Aid Policy until parent or carer collects sick child.
  15. Keep the School Business Manager and the class teacher informed and maintaining records of accidents and First Aid given.
  16. Ensure incidents are dealt with at the time that they occur and are recorded accurately, where appropriate, on CPOMS. Information to be passed on to the class teacher including restorative actions already taken.
  17. Organise activities for pupils and particularly indoors when there is inclement weather.
  18. Follow fire and evacuation procedures and checking pupils are safe.
  19. Any other duties and responsibilities within the range of the salary grade.
- 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

**April 2022**

## PERSON SPECIFICATION

### Supervisory Assistant

	Job Requirements
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Able to communicate effectively with others to receive and pass on information and instructions, and provide guidance in a firm but pleasant manner.</li> <li>• Basic reading and writing skills (to maintain records of accidents and first aid).</li> <li>• Able to communicate effectively with pupils to keep control, pass on instructions and organise activities where appropriate in a firm but pleasant manner.</li> <li>• Able to administer basic first aid.</li> <li>• Able to follow laid down procedures for different incidents, particularly in the case of fire, evacuation or accidents in a controlled and systematic way.</li> <li>• Able to supervise and control children to minimum standards of discipline set.</li> <li>• Able to work with children from multi-cultural background.</li> <li>• Able to assist pupils with developing their independent eating skills.</li> <li>• Able to adhere to guidelines set by Head Teacher for lunchtime supervision.</li> <li>• Able to supervise and direct the work of supervisory assistants.</li> <li>• Able to undertake training of supervisory assistants and provide advice and guidance.</li> <li>• Able to maintain records and associated paperwork such as records of incident, completion of timesheets.</li> <li>• Able and willing to clean up food or vomit or other materials and undertake tasks such as carrying food/trays</li> <li>• Able to develop positive relationships with children in their care</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of children aged between 5 and 11 years in some capacity of responsibility (e.g. - own children or previous school experience)</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• <b>This post is subject to Protection of Children Regulations and is therefore exempt from the provisions of the Rehabilitation of offenders Act 1974. A Criminal record Disclosure will be required prior to appointment.</b></li> <li>• <b>All employees of Coventry City Council are required to comply with the Council's Equal Opportunity Policy when undertaking the duties of their job</b></li> </ul>