



Coventry City Council

Job Description

Vacancy Reference No:

Job Title: Supervisory Assistant

Job Number: 753L

Directorate: Children, Learning and Young People

Post Number: Various

Service: Services for Schools

Grade: Grade 1

Location:

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose:

To be responsible for securing the safety, welfare and good conduct of pupil/s during the preschool session, in accordance with laid down procedures and practices of the Authority, and under the direction of the Head of Establishment or nominee, individually or as a member of the team.

To ensure the security, safety and well being, and care of the pupils of the school and to promote their social, emotional and physical development during the preschool session.

Main Duties and Responsibilities:

1. Supervise pupil/s in the setting, playground areas and school premises, ensuring an acceptable level of order and discipline is maintained and according to the guidelines set by the Head Teacher.
2. Ensure, where appropriate, that pupil/s have washed their hands at appropriate times and assist them to do so where necessary.
5. Assist very young or less able pupils in developing eating skills.
7. Undertake ancillary duties, including wiping tables, cleaning spillages, eg. food, vomit.
8. Act as carer for sick children until appropriate qualified medical assistance is available and/or until a parent or guardian collects the sick child. Keep the head Teacher or nominee informed and maintain records of accidents and first aid given. (Employees must not provide first aid unless qualified to do so.)
9. Organise activities for pupils where necessary.

10. Follow fire and evacuation procedures, and check pupils are safe.
 12. Put away equipment.
 13. To actively encourage the child/children in participating in activities through play.
 14. To attend Training Opportunities as appropriate.
 15. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Coventry Safeguarding Children's Board and the school's safeguarding policies.
 13. 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:

Responsible to:

Date Reviewed: April 9th 2014

Updated: 9.4.14



Coventry City Council

Person Specification

Job Title:	Supervisory Assistant	Job Number:	753L
Directorate:	Children, Learning and Young People	Post Number:	Various
Service:	Services for Schools	Grade:	Grade 1
Location:			

	Job Requirements
Knowledge:	

Skills and Abilities:	<ul style="list-style-type: none">• Able to communicate effectively to receive and pass on information and instructions, and provide guidance.• Basic reading and writing skills to maintain records of accidents and first aid, and complete activities with children.• Able to communicate effectively with pupils to keep control, pass-on instructions and organise activities, where appropriate, in a firm but pleasant manner.• Able to administer basic first aid.• Able to follow set 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 set standards of discipline.• Able to assist pupils with developing their eating skills.• Able and willing to clean-up food or vomit or other materials, and undertake tasks such as changing nappies.
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Experience:	<ul style="list-style-type: none">• Experience of children in some capacity of responsibility, eg. own children or previous school experience:<ul style="list-style-type: none">- In a primary school – this should be with 5 to 11 year olds.
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Educational:	
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. • This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Date Reviewed: 10.4.14

Updated: 10.4.14