

## SUPERVISORY ASSISTANT JOB DESCRIPTION



<b>POST:</b>	Supervisory Assistant
<b>GRADE:</b>	Grade 1: £17,842 - £18,198 pro-rata to hours/weeks worked (£9.25 to £9.43 per hour + holiday pay)
<b>DIRECTORATE:</b>	People Directorate
<b>LOCATION:</b>	Hollyfast Primary School
<b>HOURS OF WORK:</b>	Part time @ 6¼ hours per week (+ additional hours when required) contract term time only plus 5 staff training days to cover lunchtime supervision. The additional 5 staff training days are separate to your normal weekly pattern and allocated based on the organisational needs of the school. Employees working in schools are expected to take their annual leave outside of term time.

### Purpose of the Job

- To be responsible to the Head Teacher and the Governing body as an effective member of the school's staff team.
- To be responsible for securing the safety, welfare and good conduct of pupils during the midday break in accordance with laid down procedures and practices of the Authority and under the direction of the Head Teacher, School Business Manager and Senior Supervisory Assistant.
- The Supervisory Assistant Team assists children with their lunch in their designated area; to assist with playground supervision and play activities or to supervise in the corridors/toilets and carry out first aid.
- Work in close co-operation with the Catering Team.
- Work proactively and effectively either individually or as a member of the team.
- To ensure confidentiality is maintained at all times.

### All Supervisory Assistants have responsibility for the main tasks and responsibilities of the role:

- That pupils have washed their hands prior to lunch and assist them to do so where necessary.
- Assist pupils in the collection of food trays and plates and in serving meals and food where necessary.
- Assist very young or less able pupils in developing eating skills.
- To support the development of children's social skills, so that all children are able to eat in a calm, sociable environment (eg by modelling appropriate voice volume, how to use a knife and fork etc.)
- To monitor behaviour issues in a calm and positive manner and implement the rewards and sanctions system specified.
- Report incidents/first aid to class teacher/teaching assistant and ensure this has been logged in appropriate record book.
- Supervise and assist pupils to return waste food, plates and cutlery to the appropriate points.
- Undertake ancillary duties, including wiping tables, emptying bins and taking to external bins, sweeping floors & cleaning spillages, eg. food, vomit.
- Set up and putting away dining room tables.
- Work within appropriate childcare legislation, policies and procedures.
- To ensure that the school policies and protocols are followed and lead by example in your own practice.
- Work flexibly alongside other staff/volunteers, parents or pupils.
- Provide general care and welfare for the children, including physical care and attention to personal needs.
- Act as carer for sick children and provide comfort and support to children in distress. Ensure appropriate staff are informed of situation; maintain records of accidents and first aid given.
- Organise activities for pupils where necessary, in particular, indoors when there is inclement weather.
- Follow fire and evacuation procedures, and check pupils are safe.
- During the closure of schools, assist the kitchen staff with general cleaning duties in the kitchen and dining areas and, in particular, the cleaning of dining furniture.
- Employees have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.
- Variation may also occur to the duties and responsibilities without changing the general character of the post.

### **Risk Management**

- Awareness and understanding of Health & Safety procedures and Child Protection & Safeguarding Policy.
- Follow Risk Assessment guidelines as laid down for lunchtime supervision.
- Act upon the risk assessment procedures that are in place to support all learners and staff.
- To comply with the School's Professional Code of Conduct as part of the terms and conditions of employment and it is the responsibility of the employee to read the Code and all employees are responsible for their own actions.

### **Professional responsibility**

- Undertake an annual review to discuss achievements in line with the job description and identify any training needs.
- Attend relevant training courses to update knowledge and extend understanding within particular areas.
- 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.
- Any other duties and responsibilities within the range of the salary grade.

**Reviewed: September 2021**

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

### **Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

### **Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

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.

## SUPERVISORY ASSISTANT JOB SPECIFICATION



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**GRADE:** Grade 1: £17,842 - £18,198 pro-rata to hours/weeks worked (£9.25 to £9.43 per hour + holiday pay)  
**DIRECTORATE:** People Directorate  
**LOCATION:** Hollyfast Primary School  
**HOURS OF WORK:** Part time @ 6½ hours per week (+ additional hours when required) contract term time only plus 5 staff training days to cover lunchtime supervision. The additional 5 staff training days are separate to your normal weekly pattern and allocated based on the organisational needs of the school. Employees working in schools are expected to take their annual leave outside of term time.

	Job Requirements
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Knowledge of how children play and its relevance to their development.</li> <li>Knowledge of how to promote social/emotional and intellectual development of school aged children and a commitment to and understanding of equal opportunities issues and their application to childcare.</li> <li>Understanding of the Children's Act and Guidelines.</li> <li>Understanding of Child Protection and Safeguarding.</li> <li>Some knowledge of relevant Health &amp; Safety issues.</li> <li>Understanding of the boundaries of confidentiality.</li> </ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Able to work within a team or on own initiative.</li> <li>Able to communicate effectively 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, and check that pupils have paid for their meals or are entitled to free meals.</li> <li>Able to administer basic first aid.</li> <li>Able to follow set 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 set standards of discipline.</li> <li>Able to adhere to guidelines set by the Head Teacher for lunchtime supervision and accept supervision from the Senior Supervisory Assistant.</li> <li>Able to assist pupils with developing their eating skills.</li> <li>Able and willing to clean-up food or vomit or other materials, and undertake tasks such as carrying food/trays.</li> <li>Ability and willingness to undertake tasks such as toilet accidents and cleaning away.</li> <li>Able to learn and change practice in appropriate ways.</li> <li>Ability to undertake patterns of work as determined by the school.</li> <li>Punctual and able to fulfil duties in a responsible manner.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Experience of children in some capacity of responsibility and/or previous school experience: <ul style="list-style-type: none"> <li>In a primary school - this should be with 4 to 11 year olds.</li> </ul> </li> <li>Working with other professionals.</li> </ul>
<b>Educational:</b>	<ul style="list-style-type: none"> <li>A willingness to participate in in-service training and professional development.</li> <li>Possession of a current first aid certificate or willingness to undertake training for this qualification.</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> <li>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li> </ul>