

## **Job Description**

<b>DIRECTORATE:</b>	Education & Family Support
<b>DEPARTMENT:</b>	Pencoed Primary School
<b>POST:</b>	Supervisory Assistant
<b>GRADE OF POST:</b>	GR01
<b>RESPONSIBLE TO:</b>	Headteacher

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### **JOB PURPOSE:**

Responsibility for the supervision of pupils in the dining hall, playground and school premises.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Assisting in the supervision of children in all areas of the school and grounds, in order that Health and Safety regulations are observed and school discipline is enforced. Assisting in the responsibility for the security, safety and good conduct of pupils during the lunch break.
- Dealing with minor problems, accidents and sickness where necessary, and reporting any serious incidents to the Headteacher or teacher where appropriate.
- Supervising and actively engaging pupils in playground games, as well as promoting positive behaviour among pupils in line with school behaviour standards.
- Escorting pupils to the dining area.
- Supervising children consuming meals and packed lunches.
- Supervising queues and seating arrangements, and helping with the distribution of meals within the dining area, ensuring spillages are cleaned up and litter removed from tables as necessary.
- Providing some social training for the children in terms of good table manners.
- Participating in any training and development activities in order to maintain own professional development or to enhance competence within job role.

Undertaking any duties and responsibilities that commensurate with the grade of the post, and participating in the regular review of the content of the job description.

## **GENERAL DUTIES**

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

## **REVIEW DATE/RIGHT TO VARY**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## **CRIMINAL RECORDS BUREAU**

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

## Person Specification

### Supervisory Assistant

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation/Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Qualifications not necessary however a first aid qualification would be an advantage.</li> <li>• Willingness to participate in development and training opportunities</li> </ul>		Interview, application form and references.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working with or caring for young children.</li> <li>• Previous experience in managing children behaviour and encouraging play among children.</li> <li>• Basic first aid knowledge.</li> </ul>		Interview, application form and references.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work constructively as part of a team and on an individual basis.</li> <li>• Ability to follow instructions.</li> <li>• Good communication skills.</li> <li>• Remain calm in a crisis.</li> <li>• Ability to communicate well to children and staff.</li> <li>• Initiate games and activities appropriate to the age of the children.</li> <li>• Ability to communicate through the medium of welsh.</li> </ul>		Interview, application form and references.