

**Job Description**

**Supervisory Assistant Level 1**

* Responsible to Head Teacher
* Responsible to the Head Teacher

 **Main Duties**

* Supervision of pupils taking a school meal as well as other pupils on the site during

the mid-day break.

* Maintaining discipline throughout the lunchtimes break in accordance with guidance

given by the Head Teacher and to report back accordingly.

* Recording incidents using appropriate procedures, such as incident book or accident

book,

* The supervision of pupils returning to the premises at the end of the mid-day break.
* To promote and implement the Schools Equality Policy in all aspects of

employment and service delivery.

* The postholder will have responsibility for promoting and safeguarding the welfare of children

**Personal Specification for Role**

**Application Stage**

Essential

* Experience of establishing positive relationships with children.
* Experience of working with or caring for children

Desirable

* First Aid Training

 **Assessment Stage**

Essential

* Basic literacy and numeracy skills
* Able to use language and other communication skills that children can understand
* and relate to.
* Able to supervise groups of pupils
* Able to work effectively as part of a team
* Able to work within and apply all relevant school policies, eg behaviour management
* Appropriate behaviour and attitude towards safeguarding and promoting the
* welfare of children
* ability to form and maintain appropriate relationships and personal boundaries

with children

* emotional resilience in working with challenging behaviours
* attitude to use of authority and maintaining discipline.

I**nterview**

* Yes

**Additional Requirements**

* Enhanced Certificate of Disclosure from the Criminal Records Bureau
* Additional criminal record checks if applicant has lived outside the UK
* List 99 and/or POCA List (residential establishments only) check
* Medical clearance
* Two references from current and previous employers (or education establishment if

applicant not in employment