

# **The Federation of Bedenham and Holbrook Primary Schools**

## **Post: Supervisory Assistant Grade A Role Profile 01319**

**Responsible to:** Executive Headteacher

### **Job Purpose**

To supervise pupils during the lunchtime period, and ensure that any pupils problems are resolved or referred to an appropriate level.

### **Pupil Supervision**

- Direction and monitoring of food intake.
- Assisting pupils with food consumption (i.e. cutting food for children).
- Aiding children opening cartons/pots of food.
- Cleaning spillage and surfaces.
- Supervising disposal of foodstuffs.
- Promote good manners when eating lunch.
- Supervision of pupils, including movement around the school premises, in the playground and in classroom during playtimes and intervening, where appropriate, in managing pupil behaviour to ensure pupils health, safety and welfare
- Promotion of 'Positive Play' ensuring productive lunch time activities for pupils.
- Ensuring pupil hygiene – washing hands and toileting, cleaning pupils when dirty/soiled and arranging a change of clothes.
- Basic first aid (grazes etc.) and recording of accidents, maintaining appropriate records.
- Reporting any significant behavioural incidents over the lunch time period and referring significant behavioural issues to the Senior Supervisory Assistant/ or senior school manager.
- Ensuring confidentiality of dealings in school (e.g. ensure child behaviour is not discussed with parents outside of the school).
- Supporting pupils, where necessary undertaking basic skills e.g. doing up coats, buttons, shoes etc.

### **Cleaning**

- To undertake cleaning duties e.g. dining tables, and floor, to ensure high standards of cleanliness

### **Corporate and statutory initiatives – equalities/health & safety/government/ sustainability**

- Be aware of, and comply with, policies and procedures relating to child protection and safeguarding, health safety and security, confidentiality and data protection.
- School policies and procedures

### **Key decision making areas**

- Behaviour management –Recognising when intervention is required and acting appropriately and where intervention should be raised with relevant staff.

### **Role Dimensions**

- Up to 250 primary aged pupils

### **Main Contacts**

- Senior Supervisory Assistant should be kept informed of incidents
- Kitchen Staff; issues relating to meals.
- Pupils; on a daily basis.

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### **Working Conditions – environmental and physical factors, physical effort or strain and frequency of occurrence.**

- Outdoor role; Precipitation creates difficult conditions to observe pupils, also
- increased risk of injuries/ accidents outside and inside the school as surfaces become wet.
- May be faced with confrontational and difficult pupils but would have training and support to deal with these.
- Role requires attendance at the school during the middle of the school day.
- Expected to maintain behaviour management standards of pupils, in line with school policy, some of whom can be especially challenging and difficult, and deal with racial and/or abusive language and bullying
- NB May be required to undertake first aid certificate training