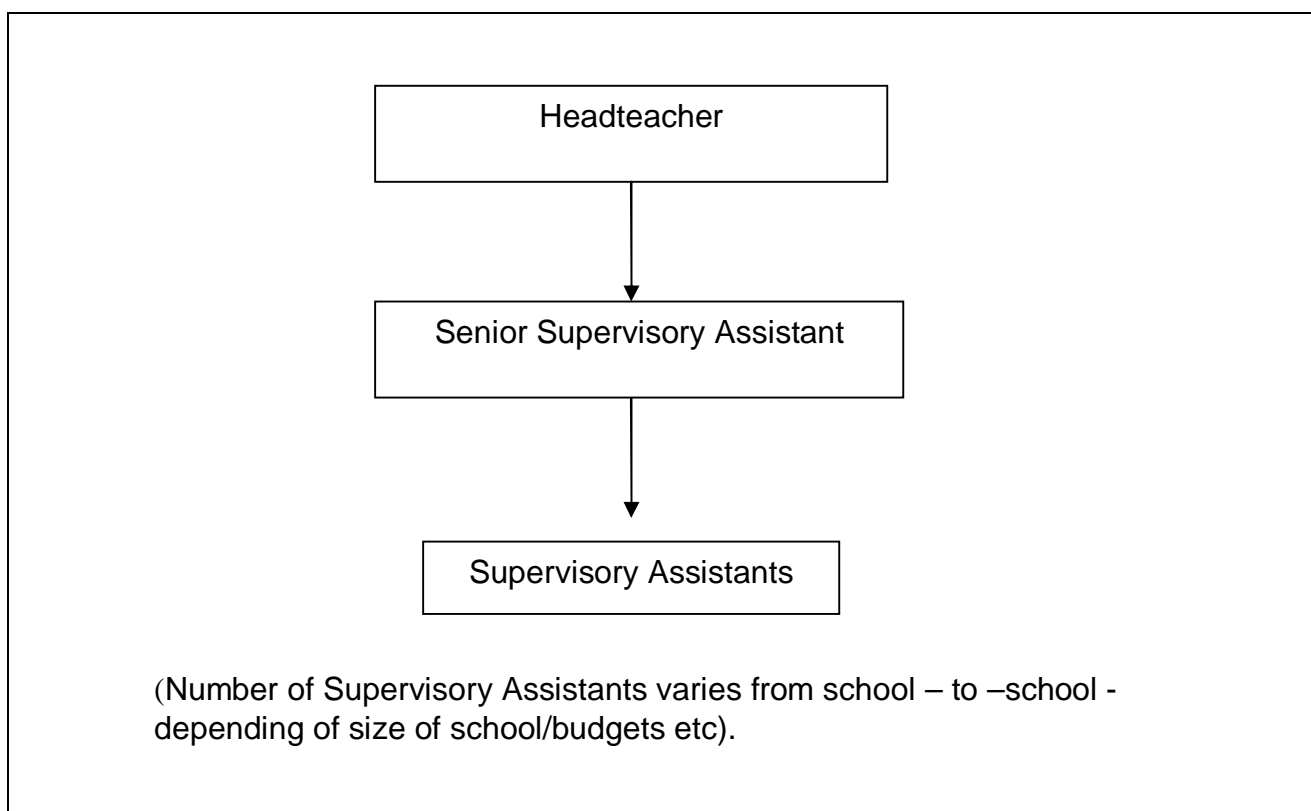## ROLE PROFILE FORM

Data Protection Act 1998. The information you provide on this form is to enable Hampshire County Council to evaluate the role. The information may also be used, in full or part, to support other processes such as performance development review, induction, recruitment and training and development. The information will be stored electronically and in hard copy format and made available to only to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

(See Guidance Notes)

	ROLE PROFILE FORM REF:	**02810**
1	**DEPARTMENT**	Children's Services
2	**SECTION**	Schools
3	**GROUP SPECIALISM**	
4	**ROLE TITLE IN FULL**	Senior Supervisory Assistant (Level 2)
5	**SAP ROLE TILE****(No greater than 40 characters long)**	Senior Supervisory Assistant (Level 2)
6	**STATUS OF ROLE PROFILE****(i.e. New; revision; generic; challenge; deleted)**	New
6a	**Date of change in status**	
7	**ROLE REPORTS TO****(Supervisor/manager's role title)**	Headteacher
8	**ROLE PURPOSE****(Why the role exists)**	▪ To organise and manage Supervisory Assistants to provide effective support to the school and Supervisory Assistants ensuring effective supervision and wellbeing of pupils.

9. ORGANISATION

Please provide a simple line drawing indicating where the role sits within the organisation. To draw, hold cursor over word toolbar 'diagram icon' & select 'organisation chart'.

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┌─────────────────────────────┐
│         Headteacher         │
└─────────────────────────────┘
               │
               ▼
┌─────────────────────────────┐
│ Senior Supervisory Assistant│
└─────────────────────────────┘
               │
               ▼
┌─────────────────────────────┐
│   Supervisory Assistants    │
└─────────────────────────────┘
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(Number of Supervisory Assistants varies from school – to –school - depending of size of school/budgets etc).

10. Accountabilities

Accountability statements are the key functions of the role which in combination make up the main purpose. Typical examples include Resource management, Finance, Systems, Supervision, Professional direction, Policy, Administration etc . Select an appropriate series of Headings for this role & insert in the table below:

Accountability Heading(s):-	*Accountability statement(s):-*
Staff Management	▪ Recruit, train, deploy, supervise and manage Supervisory Assistants to ensure effective supervision of all pupils during the mid-day break
Partnership Working	• Meet regularly with the Headteacher and lunchtime staff to discuss issues, constraints and training needs to ensure the effective operation of lunchtime.. • Liaise with Catering and Teaching Staff to ensure smooth arrangements during lunch period including school events including making arrangements for pupils without dinner money or a provided lunch to have a meal, and ensuring income generated matches the number of pupils having lunch.

Information Management	• Report and record information about pupil accidents to Headteacher and liaise with teachers, and other staff over individual pupils to share information and discuss strategies. Produce routine correspondence about individual pupils for parents
Pupil Supervision	▪ To carry out the role of a Supervisory Assistant ▪ Manage, organise and oversee play activities and ensure equipment remains safe to ensure that the pupils are appropriately engaged ▪ Manage pupil behaviour, including intervention, investigation and mediation and application of appropriate sanctions in line with the school's rewards and sanctions policy.
Cleaning	• To undertake cleaning duties eg dining tables, and floor, toilet areas to ensure high standards of cleanliness
Administration	• Maintain appropriate school records e.g. staff absences and complete necessary forms relating to pupils liaise with school admin staff concerning payroll administrative arrangements for Supervisory Assistants
Corporate and statutory initiatives – equalities/health & safety/e-government/sustainability. *Corporate and statutory initiatives' is a common accountability. Please include a statement as to how this applies to this role.*	Health and Safety of pupils School policies and procedures

11.   Key Decision Making Areas in the Role

Develop ideas and make recommendations to school management on improvements to operational practice eg the effective management of pupil behaviour in the school Recognise when intervention is required and acting appropriately.

Ensure Supervisory Assistants are deployed effectively to maintain adequate supervision of pupils.

Continue the policies in place during the school day e.g. behaviour policy

Decide on appropriate play or lunch routine due to weather conditions.

Make decisions to ensure the health, safety and welfare of the pupils being supervised

12.   Role Dimensions – financial (e.g. budgets) and non-financial units (e.g. workload, customers/staff)
   (See important guidance notes on financial relationships)

Size of school – up to 400 pupils (primary); up to 1600 (secondary); up to 135 (special)

13.   Main Contacts – external/internal customer contacts and purpose

Teaching Staff and Learning Support Staff - raising behavioural issues, information exchange (both ways)

Headteacher or Deputy Head – to be informed of serious incidents

Kitchen Staff – issues relating to meals.

Supervisory Assistants – deployment, management and supervision

Parents/adults - issues relating to meals, rights of way, pupil issues and general enquiries

Pupils – to ensure orderly behaviour on a daily basis.

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

Physical restraint of pupils – danger of injury to both parties – need for awareness of school policy.

- May be faced with confrontational and difficult pupil behaviour and from ex-pupils and adults but would have training and support to deal with these.
- Provide support to pupils with special needs etc who may require additional support during lunch and play
- 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
- May be required to undertake first aid certificate training for which a separate allowance is paid.
- May be required to administer medication, having been trained to do so.
- Undertake training of Supervisory Assistants in child protection issues

15. Role requirements for operational effectiveness.

Please state the essential skills, qualifications and types of experience which are required for operationally effective service delivery. Additional and desirable, attributes or qualifications, e.g. a degree or membership of a professional body should only be included, where the employing department believes that the role cannot be effectively performed without it.

Necessary role-related knowledge, skills and experience at selection

- Experience of supervising and co-ordinating a team of staff
- Experience of managing a number of simultaneous demands and conflicting priorities
- Demonstrates experience and a track record of dealing effectively with child behaviour as evidenced by skills, talents, and attributes
- Ability to provide innovative solutions to managing pupil behaviour and ensure pupils are stimulated during break times
- Awareness of the importance of confidentiality in dealings with pupils and knowledge of reporting arrangements for child protection
- Able to effectively supervise staff
- Be able to train and supervise training of new staff

16. Context/Additional Information

Limited hours applicable to the role (1.5 hours per day)
- Additional time needed pre lunch hour to point out relevant issues to Supervisory Assistants
- Additional time needed for rotas and schedules

Need of awareness of issues affecting pupils (family problems etc).
Crucial role within the school – significant impact on the afternoon sessions in school where pupil behaviour during lunchtime is not controlled.
Significant recruitment and retention issues in a number of geographical areas