



Donnington Wood Infant School & Nursery

Post

Lunchtime Supervisory Assistant

Grade

Scale 1

Part time hours

11:55 – 1:10 daily (6 ¼ hours per week, term time only)

only)

Report to

Headteacher or other nominated teacher

Job Description

Job Purpose
To ensure the supervision, safety and welfare of pupils during the mid-day break; in the dining areas, playgrounds, classrooms and circulation areas
Major Tasks
• To be on duty in the area allocated and at the time allocated • To supervise pupils to ensure good behaviour in and around school • Where appropriate, assist/supervise pupils with their general hygiene requirements (washing hands, toileting etc. in accordance with School Policy) • To report to the headteacher any health and safety hazards • To adhere to all school policies and procedures that affect you and your duties (eg fire; accident reporting; no smoking etc) • To attend to sick children including the cleaning of spillage and sickness • To report any accidents and request assistance from the school's first aider as required • To refer any queries by parents about pupils to the headteacher • To report to the headteacher/teacher on duty any incidents: • Where pupils have acted in a manner deemed to be a danger to themselves or others • Where pupils have acted in an inconsiderate or discourteous manner • Where pupils have disobeyed rules • To supervise pupils in the dinner queue and ensure pupils line up in an orderly fashion • To supervise pupils in the dining hall • Attend to any spillages on floors and table tops utilising equipment provided • Supervise the clearing of tables and return of dinner trays • Supervise and assist pupils with packed lunches and ensure clearance of waste • Ensure the removal of food and litter in the dining hall by pupils • Encourage pupils to eat the meal provide • When necessary assist with the cutting up of food, pouring liquids and training pupils in the use of cutlery and table manners • Be aware of pupils on special or restricted diets for medical reasons from information provided by the school • Ensure children are adequately dressed for the prevailing weather conditions • Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation. Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Headteacher/Senior Midday Supervisor • Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary • Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Occasionally participating in games • Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school

- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period.
- Other duties as may reasonably be allocated by the Headteacher

Contacts & Relationships

- To be on duty in the area allocated and at the time allocated
- To supervise pupils to ensure good behaviour in and around school
- Where appropriate, assist/supervise pupils with their general hygiene requirements (washing hands, toileting etc. in accordance with School Policy)
- To attend to sick children including the cleaning of spillage and sickness
- To refer any queries by parents about pupils to the headteacher
- To supervise pupils in the dinner queue and ensure pupils line up in an orderly fashion
- To supervise pupils in the dining hall
- Supervise the clearing of tables and return of dinner trays
- Supervise and assist pupils with packed lunches and ensure clearance of waste
- Ensure the removal of food and litter in the dining hall by pupils
- Encourage pupils to eat the meal provide
- When necessary assist with the cutting up of food, pouring liquids and training pupils in the use of cutlery and table manners
- Ensure children are adequately dressed for the prevailing weather conditions
- Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation. Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Headteacher/Senior Midday Supervisor
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Occasionally participating in games
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period.

Creativity

- To report any accidents and request assistance from the school's first aider as required
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school

Decisions

- To adhere to all school policies and procedures that affect you and your duties (eg fire; accident reporting; no smoking etc)
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Management & Supervision

No management or supervisory responsibility

Supervision Received

- To report to the headteacher any health and safety hazards
- To report to the headteacher/teacher on duty any incidents
 - Where pupils have acted in a manner deemed to be a danger to themselves or others
 - Where pupils have acted in an inconsiderate or discourteous manner
 - Where pupils have disobeyed rules

Complexity
As part of the supervisory team, the post holder will work with pupils to ensure their needs are met and supervise them inside and outside the classroom. They may have to deal with situations outside of expected procedures in dealing with the behaviour of children.
Resources
Be aware of pupils on special or restricted diets for medical reasons from information from information provided by the school
Impact
Impact of the role being carried out effectively will be evident in – - A calm, settled and safe atmosphere in the dinner hall, school corridors and outside - Children eating well and appropriately - Incidents of inappropriate behaviour are minimal and when they arise are dealt with appropriately - Good communication between staff
Physical Demands
The level of physical demand is greater than that of a typical desk based job as the role involves walking around both the dinner hall and the playground / field during the dinner hour.
Working Environment
- Attend to any spillages on floors and table tops utilising equipment provided - Working inside in the dinner hall / corridors and outside on the playground (as determined by the weekly rota) - Supervision of pupils on the playground (rota basis) and inside during adverse weather conditions - The postholder is unlikely to have contact with parents / carers. Any contact would be incidental and the postholder would be expected to refer the matter to their line manager or a member of the leadership team to be dealt with.
Emotional Context
The emotional strain or distress this role is expected to face would be limited however there may be times when the post has contact with information that may be upsetting. However, this would be incidental and it would not be a formal part of the job to deal with this information.
Other
The postholder will be expected carry out any other duties which are within the scope, spirit and purpose of the job, commensurate with the grade. The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc. The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

Person Specification

Criteria	Standard
Qualifications	First Aid Certificate (desirable)
Experience	- Experience of working with children and young people (either paid or unpaid) - Experience of supervising pupils in a school environment (desirable)
Knowledge	- Knowledge of basic Health and Safety and First Aid - Knowledge and understanding of the welfare and social needs of pupils during the mid-day break (desirable)
Skills	- Effective communication skills - Ability to work effectively as part of a team and to apply give instructions - Ability to react calmly and quickly in an emergency
Personal style & behaviours	- A pleasant nature - Patience and initiative

This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.

This post has been assessed as requiring C1 level under the Common European Framework of Reference for Language (CEFR). The postholder will be expected to be able to communicate flexibly and effectively colleagues and pupils.

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>