



Job Vacancy	
School	St Cleopas Church of England School
Role Title	Supervisory Assistant
Grade	1
Hours	Term time only 11.30 am – 1.30 pm
Line Manager	Headteacher
Main purpose of the role	
Assist and care for children over lunchtime ensuring safety, welfare and good behaviour.	
Core responsibilities and tasks	
<p>Key duties:</p> <ul style="list-style-type: none">• Prepare lunch hall and playground areas for use.• Clear and clean tables when required.• Support pupils to understand instructions, support independent eating and playing and inclusion of all pupils.• Use effective and positive behaviour management strategies to support children to make positive choices and adapting to specific needs including SEND.• Attend to pupils' personal needs if required such as hygiene, eating, as well as help with social, welfare and health matters, reporting problems to the Headteacher as appropriate.• Administer first aid, record and report any incidents and actions to class teachers.• Interact positively with children in the lunch hall and on the playground. Encourage children to play with equipment by joining in with game playing and activities.	

- Follow all school policies including safeguarding, child protection and social media policies.
- Safeguard children and staff at all times. Be alert. Report any concerns to the Designated Safeguarding Lead.
- Work collaboratively with all staff.
- To contribute to the good order and running of the school by doing any task which is deemed reasonable by the Headteacher.

Common to all staff:

- Support and contribute to the school’s responsibility for safeguarding pupils.
- Work within the school’s health and safety policy to ensure a safe working environment for staff, pupils and visitors.
- Work within the school’s Diversity/Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Adhere to school policies and procedures.
- Undertake other reasonable duties related to the job purpose required from time to time including staff meetings and CPD.
- Work in a respectful manner with colleagues and children.

Knowledge, skills and experience (E=Essential, D=Desirable)

• Experience of interacting with children.	E
• Experience of working with children in a school setting.	D
• Experience of building positive relationships with children and adults.	E
• Demonstrate high expectations of behaviour and respect for others.	E
• First Aid Trained or willingness to complete training.	E
• Able to follow direction and work collaboratively.	E

<ul style="list-style-type: none"> • Understanding of safeguarding including school's policies. 	E
<ul style="list-style-type: none"> • Remains calm under pressure and able to adapt to change quickly. 	E
<ul style="list-style-type: none"> • Understands the importance of confidentiality. Must not discuss school, children or staff with other parties. 	E
<ul style="list-style-type: none"> • Able to work independently and with initiative, in line with school policies and procedures. 	E
<ul style="list-style-type: none"> • Demonstrates a caring and nurturing nature towards children. 	E
<ul style="list-style-type: none"> • Is able to create a positive and organised lunchtime experience for all children. 	E
<ul style="list-style-type: none"> • Demonstrates an ability to deal with sensitive and emotional situations. 	E
<ul style="list-style-type: none"> • English and Maths GCSE's or equivalent. 	D

This job description covers the main responsibilities and not each individual task within.