



St Mary's Catholic Primary School

JOB DESCRIPTION

POST TITLE: Supervisory Assistant

RESPONSIBLE TO: Executive Head Teacher / Head of School

Job Purpose

To assist teaching staff with monitoring pupils during lunchtime and to ensure the wellbeing and safety of pupils, in line with the school's policies and procedures.

Main Duties and Responsibilities

- Offering care and support throughout lunchtime.
- Working as a team member.
- Being responsible for the wellbeing and social interaction of the pupils during lunchtime.
- Assisting in the domestic care and welfare of pupils at meal times; and using specialist equipment where necessary (for which relevant training will be provided if required).
- Promoting good order and high standards of behaviour.
- Demonstrating flexibility in relation to covering different year groups within the school.
- Assisting in the supervision of other activities during lunchtime including setting out and storing of relevant equipment.
- Ensuring the outside and inside areas are left tidy for the afternoon session.
- Reporting any accidents and incidents that occur during lunchtime to senior staff in line with school policies and procedures.
- Being watchful of any potentially hazardous situations e.g. slippery floors etc. and reporting concerns to the Senior Leadership Team.

Additional Information

- Attending and participating in training and development courses as required.
- Attending meetings, liaising and communicating with colleagues in the school.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.

Professional Values and Practice

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within school's policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following school's policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

Additional Information

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BCCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

St Mary's Catholic Primary School and Nursery is part of Bishop Chadwick Catholic Education Trust, the Trust and their schools' safeguards and protects its students and staff by being committed to respond in accordance with South Tyneside Child Protection Procedures. Enhanced DBS checks are mandatory for all school staff. All employees have a responsibility of care for their own and others' health and safety.