

## **Craggs Community School**

### **Job Description**

#### **Job details**

**Job title: School Meals Supervisory Assistant**

**Salary: £10.82 per hour**

**Hours: 10**

**Contract type:** Part-time, permanent

**Reporting to:** Headteacher

#### **Main Purpose**

To ensure the safety, welfare and good conduct, either individually or as part of a team, of pupils at lunchtimes, during the midday break period.

#### **Duties and Responsibilities**

- The normal duties of the postholder will usually include the following:
- To control the entry of pupils to the dining room and monitor their behaviour whilst they collect their meals and find a seat, taking any necessary action that is appropriate.
- To supervise the eating of lunch, maintaining discipline in behaviour and the use of cutlery and drinking water, and encourage pupils to eat their meal.
- To supervise, when necessary, the returning and stacking of plates.
- In the event of any spillage, to take necessary action immediately to avoid possible accidents.
- To supervise and be involved in organising the play period of pupils during the lunch period.
- To ensure that pupils are not left unsupervised at any time during the lunch period.
- To take the reasonable precautions whilst in charge of the pupils to see that they do nothing that is likely to injure themselves or others.
- In the event of any injuries to the pupil to treat them if they are minor injuries (eg. small cuts or grazes) and to report to the school office more serious injuries. To follow accident reporting procedures at all times.
- In the event of any sickness to the pupils, clean the pupil and the affected area and refer the pupil to the school office.
- To work under the direction of the Line Manager and to undertake such other broadly similar duties as may be allocated by the Headteacher or her appropriate representative.

#### **Working with Colleagues and other Relevant Professionals**

- Communicate effectively with other staff members and pupils
- Understand their role in order to be able to work collaboratively with colleagues
- Collaborate and work with colleagues and other relevant professionals within school
- Develop effective professional relationships with colleagues

#### **Whole-school Organisation, Strategy and Development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision



- Make a positive contribution to the wider life and ethos of the school

### **Health and Safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

### **Professional Development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills and/or experience needed for the role, with support from the school

### **Personal and Professional Conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

## **Person specification**

<b>Criteria</b>	<b>Qualities</b>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"><li>• Experience of working with children</li></ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Good organisational skills</li><li>• Ability to build effective working relationships with pupils and adults</li><li>• Skills and expertise in understanding the needs of all pupils</li><li>• An understanding of positive behaviour management</li><li>• Knowledge of how to help adapt and deliver support to meet individual needs</li><li>• Excellent verbal communication skills</li><li>• Active listening skills</li><li>• The ability to remain calm in stressful situations</li><li>• Knowledge of guidance and requirements around safeguarding children</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Enjoyment of working with children</li><li>• Sensitivity and understanding, to help build good relationships with pupils</li><li>• A commitment to promoting the ethos and values of the school</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding pupil's wellbeing and equality</li><li>• Good timekeeping</li></ul>

### **Notes:**

This job description may be amended at any time in consultation with the postholder.