Bishop Vesey’s Grammar School

Job Description

Job Title: Lunchtime Supervisory Assistant

Grade: APT&C spinal point 7 pro-rata + Living Wage Allowance

Name of Post Holder:

GENERAL

Supervisory Assistants are engaged on a part time basis to undertake supervision of students during the School’s lunchtime break. The extent of the supervision of students will include the entry of students into the dining room and their conduct whilst there, general help during the service of meals and supervision in the designated outdoor spaces or classroom. Supervisory Assistants are responsible to the Headteacher for the satisfactory performance of their duties, but are managed by the Senior Supervisory Assistant on a day to day basis. Normal hours of duty to correspond with the School’s lunchtime break.

SPECIFIC DUTIES AND RESPONSIBILITIES

- To be responsible to the Headteacher or Assistant Headteacher i/c Safeguarding for the supervision of students on the premises during the School’s lunchtime break.

- To attend to any minor accidents sustained during the lunch hour in accordance with the School’s Procedures.

- To attend to any student who becomes sick or ill during the lunch hour.

- To report to the Headteacher or Assistant Headteacher i/c of Safeguarding or Duty Members of Staff, any accident which occurs, if any student has been taken ill, or any disciplinary or other problems which arise.

- To see that students taking school meals are in the Dining Hall at the required time for lunch.

- To ensure that students remove their plates and clear the tables, etc, when the lunch is completed.

- To ensure that spillages are mopped up as they occur within the dining room.
• OTHER DUTIES
  
  o To promote the safeguarding and welfare of people you are responsible for or come into contact with.
  
  o To ensure all tasks are carried out in compliance with the Health & Safety policy and procedures.
  
  o To ensure all tasks are carried out in compliance with the Data Protection Policies & Procedures.
  
  o To ensure all tasks are carried out in compliance with all school policies and procedures including the Equality & Diversity Policy, Use of Social Media and Staff Code of Conduct.
  
  o To develop productive relationships with all colleagues and stakeholders.
  
  o To undertake appropriate professional development including adhering to the principles of performance development.
  
  o To adhere to the ethos of the school.
    ▪ To promote the agreed vision and aims of the school.
    ▪ To set an example of personal integrity and professionalism.
    ▪ Attendance at appropriate staff meetings and school events.
  
  o Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Supervision Received

  1.1 Supervising Officer's Job Title: Senior Lunchtime Supervisor

  1.2 Level of supervision:
    1. Regularly supervised with work checked by supervisor
    2. Left to work within establishment guidelines subject to scrutiny by supervisor
    3. Plan own work to ensure the meeting of defined objectives

Probation

The post is subject to completion of a satisfactory probation period of 26 weeks.
Signed by employee:

Date:

Signed by Headteacher:

Date:

Updated:  September 2018