# **LONDON BOROUGH OF NEWHAM JOB SPECIFICATION**

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Title of Job: Midday Supervisory Assistant Grade: Scale 2, Point11

Department: Education

Section: Winsor Primary School

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JOB DESCRIPTION

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PERSON REPORTS TO: Head Teacher or Deputy Head Teacher

PERSON SUPERVISES: No staff supervisory responsibilities

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PURPOSE OF JOB: To assist the Head Teacher as required, in order to care for the safety and well-being of pupils staying for a school meal.

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EQUAL OPPORTUNITIES:

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

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DUTIES AND RESPONSIBILITIES

1. To ensure orderly behaviour in the Dining Room.
2. To assist pupils when they are unable to assist themselves.
3. To clear up any food spillage, water or sickness in the Dining area during the service of meals.
4. To supervise the return of empties and waste food.
5. To attend to minor accidents and to report such to the Head Teacher or Deputy Head Teacher.
6. To supervise pupils in the playground or in the school during inclement weather, under the direction of the Head Teacher or Deputy Head Teacher.
7. To report immediately, any untoward circumstances.
8. To engage the children in play or other such activities, encouraging social interaction and social cohesion.
9. To follow the school’s policies and procedures e.g. behaviour management at all times.
10. Such other duties, within the competence of the postholder, which may be required, reasonably, from time to time.

## **PERSONNEL SPECIFICATION**

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the

**FACTOR REQUIREMENT METHOD OF ASSESSMENT**

Experience Experience of dealing with Application Form/Interview

 children either in a domestic

 or work environment.

Knowledge/ Knowledge of an ability to Application Form/Interview

 supervise children. Ability

 to understand childrens’

behaviour and to respond to their

needs in varying circumstances

Understanding of basic issues Application Form/Interview

of hygiene and child safety.

Ability to act quickly and Interview

responsibly in the event of

accidents or untoward

circumstances.

Ability to communicate well Interview

with children.

Ability to undertake all duties Interview

in line with the Council’s Equal

Opportunities policy.