

JOB DESCRIPTION AND PROFILE

DIRECTORATE: Education and Libraries

SCHOOL: WALBOTTLE CAMPUS

POST TITLE: Supervisory Assistant – Level 2 **REF:** A3155

EVALUATION:: 365 points

GRADE: C

RESPONSIBLE TO: Mid-day Supervisor/Mid-day Team Leader

RESPONSIBLE FOR: N/A

JOB PURPOSE: Responsible to the Senior Midday Supervisor and the Head Teacher to ensure the safety and welfare of pupils on the school site during the midday break.

MAIN DUTIES: The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

- 1 Supervision of pupils taking a school meal during the midday break as well as other pupils remaining on site in a diverse range of environments.
- 2 Maintaining discipline throughout the lunchtime breaks, resolving situations in accordance with the School's policies and practices and referring matters when appropriate to senior staff.
- 3 Recording incidents using appropriate procedures, such as incident book or accident book, in order to fulfil the LEA's legal obligations.
- 4 The supervision of pupils outside, as appropriate, during the mid-day break.
- 5 Promoting and implementing the School's equal opportunities policies in all aspects of employment and service delivery.

February 2004

JOB PROFILE - SUPERVISORY ASSISTANT – LEVEL 2 (A3155)

FACTOR	LEVEL	DESCRIPTION
Knowledge	3	The job holder needs knowledge of the authority's relevant procedures or practices, such as the school Behaviour Policy. The job requires basic literacy skills, for such tasks as completing accident or incident reports.
Mental Skills	2	The job holder is regularly faced with problems or situations which he/she must resolve personally. However, these are virtually always resolved by applying existing rules, procedures or instructions although some assessment of the problem may be required.
Interpersonal Skills	4	The jobholder has direct contact with pupils in welfare situations. An enhanced level of caring or training skills is required. The job regularly requires developed advisory, guiding, negotiating and/or persuasive skills when dealing with pupils.
Physical Skills	1	The ability to apply particular physical skills is required for some of the tasks in this job e.g. completion of accident book.
Initiative and Independence	2	There are recognised laid down procedures covering all the main activities and tasks of this job and the job holder normally works from instructions which define all the main tasks. Job holder is expected to handle any unexpected problems or situations which arise.
Physical Demands	3	The job requires the job holder to stand or walk for over 80% of the working day. A modest level of effort for lifting/carrying is a feature for up to 10% of the working day.
Mental Demands	2	Concentrated sensory attention is required to ensure that the tasks and duties of this job are carried out correctly. The job holder is regularly subject to conflicting demands with more than one pupil requiring attention. Unavoidable interruptions occur frequently.

FACTOR	LEVEL	DESCRIPTION
Emotional Demands	3	The job involves direct personal contact with pupils whose circumstances or behaviour could cause the jobholder emotional stress or upset. This is a permanent feature of the job and is encountered daily.
Responsibility for People	2	The job holder has a direct impact on the well-being of pupils through the provision of a service to them and some of the pupils are reliant on the job holder for their care or welfare.
Responsibility for Supervision	1	The job holder is not required to supervise or manage any authority employees nor any other people in an equivalent position. Occasional demonstration of duties to new staff is required.
Responsibility for Financial Resources	1	The job holder has no direct responsibility for, nor related to, any financial resources.
Responsibility for Physical Resources	2	The job holder is responsible for manual/computer information and equipment.
Working Conditions	3	The job holder regularly works outside for up to 75% of overall working time. Serious verbal abuse, aggression or other anti social behaviour from pupils and parents is an unavoidable feature of this job.