Caerphilly County Borough Council Job Description and Person Specification

POST IDENTIFICATION

Post Title:	Midday Supervisory Assistant
Position Reference:	
Job Evaluation ID:	024SCH
Grade:	Grade 1
Directorate:	Directorate of Education & Lifelong Learning
Division:	Schools
Section:	Primary Schools
Unit:	Ysgol Gymraeg Penalltau
Responsible to:	Head Teacher
Employment Status:	Permanent, Part-time (Term time only) *5 hours a week*

JOB PURPOSE

To be responsible individually, or as a member of a team, during the period of the lunch-break, for securing the safety, welfare and good conduct of pupils, in accordance with the practises and procedures of the School/Local Authority.

KEY RESULT AREAS

- Supervise pupils in designated play areas in accordance with the practises and procedures of the School/Local Authority.
- Supervise and assist pupils during mealtime, preparing tables and other furniture within the dining hall and helping to maintain a clean and safe environment throughout the lunch period.

DETAILED TASK PROFILE

Supervise pupils in designated play areas in accordance with the practises and procedures of the School/ Local Authority:

- Monitor and ensure pupil safety at all times in designated areas of the schools premises
- Encourage good behaviour amongst pupils, ensuring they have respect for other pupils and their surroundings
- Encourage positive play and enhance the play activities of the pupils both in the playground and indoors when the weather is inclement

- Record and report to a Class Teacher or Head Teacher any incidents or accidents at the earliest opportunity.

- Assist pupils who have had an accident or minor injury following the agreed procedures and ensuring at all times that the Class Teacher or Head Teacher have been informed and a record has been kept.

- Deal with pupils displaying challenging behaviour in strict accordance with safeguarding practices and the school's policies and procedures. All incidents must be reported to the Class Teacher or Head Teacher and a record taken where appropriate.

Supervise and assist pupils during mealtime, preparing tables and other furniture within the dining hall and helping to maintain a clean and safe environment throughout the lunch period:

- Encourage healthy eating and good table manners

- Assist children during mealtimes as the need arises. This will include helping smaller children with the use of cutlery and supervising table manner.

- Wipe up/clean any spillage of food or drink on tables or floors using materials provided.

General Responsibilities:

- Be punctual and ready to commence duties promptly at the designated time.

- Highlight to the Head Teacher any areas of training or development that will support the efficiency and effectiveness of the role.

- Work as part of team to deliver safe and effective lunchtime supervision.

KEY WORKING RELATIONSHIPS

Pupils

- Supervise pupils on a daily basis, providing support and assistance where required.
- Manage challenging behaviour.
- Have empathy and understanding and deal with sensitive situations with care and compassion.

Head Teacher and Class Teachers

- Work collaboratively to deliver a safe and efficient lunchtime supervision of pupils.
- Report all incidents and accidents at the earliest opportunity.
- Receive general instructions on day-to-day work activities.
- Provide feedback on service provision and make suggestions for improvement.

Parents

- When required, liaise with parents regarding any queries and direct to appropriate member of staff.

RESPONSIBILITIES FOR STAFF

- None associated with the role.

RESPONSIBILITIES FOR RESOURCES

- Ensure that play equipment is used appropriately and responsibly
- Use of cleaning equipment/materials as necessary to clean spillages etc, ensuring any products that contain chemicals are used in accordance with guidelines and are stored securely after use.
- Where required, update records in relation to incidents and accidents ensuring there is evidence and clear audit trails should any safeguarding issues arise.

WORKING ENVIRONMENT

- Work will involve periods of time spent both indoors and outdoors where the following conditions will be experienced:
    - Inclement weather
    - Moderate noise
    - Exposure to waste from food spillages etc.

- Work will involve long periods of walking and standing and there will be a requirement to lift and bend.

- Work will involve dealing with challenging behaviour

ORGANISATIONAL RESPONSIBILITIES

- Understands and demonstrates the principles of confidentiality

- To work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

- Understands and demonstrates commitment to the Council's Equal Opportunities policies.

- Demonstrate commitment to ongoing personal development

- **The duties & responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.**

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATION	No formal qualifications are required for the position.	First Aid Certificate Basic Numeracy and Literacy qualifications.
KNOWLEDGE	Understanding of the role of a Midday Supervisor and the responsibilities associated with working with children.	Understanding of the basic principals of safeguarding.
SKILLS	Able to follow instructions and procedures in line with agreed school policies Able to communicate with children with care, empathy and understanding. Able to deal with challenging behaviour. Able to work as part of a team.	
EXPERIENCE	No experience is required as essential	Experience of working with children in a caring or supervisory capacity.
OTHER	Post is subject to a satisfactory Disclosure and Barring Service check (Previously called a Criminal Bureau Records – CRB - Check). Commitment to personal training and work appraisals Commitment to equal opportunities Enthusiastic and positive approach Ability to work flexibly within the requirements of the post	

COMPETENCY FRAMEWORK

CORE COMPETENCIES

AREA OF COMPETENCE	COMPETENCIES	COMPETENCIES (POST BAR) (ONLY COMPLETE FOR POSTS WITH BARRED PROGRESSION)
Job Knowledge	Level 1: Understands the role to perform duties effectively and efficiently. Appreciates the need to support and respect equalities principles. Able to confidently answer questions on area of responsibility. Understands the impact of own work on others.	
Communicating & Persuading	Level 2: Communicates with colleagues and customers in an appropriate way consistent with their level of understanding. Confirms understanding with others and shows appreciation of the views and opinions of colleagues and customers. Can find common ground on which to move forward.	
Customer Service	Level 1: Delivers a very high standard of service to all customers both internal and external. Maintains a positive image of the Council. Puts themselves in the customer's shoes. Understands what is expected in terms of customer service. Understands the importance of equalities issues in customer service.	
Innovation & Change	Level1: Open and receptive to new ideas. Looks at how can improve own job process to improve performance and makes suggestions for improvement. Adapts well to change.	
Problem Solving	Level 1: Uses common sense to deal with routine issues. Can quickly identify a problem, establish the correct course of action from a limited range of well-established options and implement the right solution. Escalates problems to line manager or appropriate officer if the issue is non-routine.	

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Decision Making & Judgement	Level 1: Confident in resolving day-to-day issues. Demonstrates sound judgement within the scope of the role. Refers more complex problems to team leader.	
Planning & Organising	Level 2: Anticipates and plans how to deal with changes in workloads. Estimates accurately the time needed to complete work. Reprioritises work where necessary to accommodate urgent tasks whilst still achieving goals.	
Personal Drive & Effectiveness	Level 1: Conscientious and takes responsibility. Focused on the role undertaken and delivers high quality results. Always works to the best of own ability. Flexible approach. Persists in the completion of tasks accurately. Follows processes and procedures including Health and Safety and Equalities standards.	
Teamwork	Level 1: Supports team working and morale positively. Co-operates with colleagues and manager to improve team effectiveness. Understands where role fits into the team. Aware of own impact on others. Contributes fully to the team. Treats all colleagues with dignity and respect.	

MANAGEMENT COMPETENCIES

AREA OF COMPETENCE	COMPETENCIES	COMPETENCIES (POST BAR) (ONLY COMPLETE FOR POSTS WITH BARRED PROGRESSION)
People	NA	
Political Understanding	NA	
Leadership	NA	
Resources & Performance	NA	

POST AUTHORISATION

HEAD OF SERVICE:		**DATE:**	
MANAGER:		**DATE:**	
HR:	Neil Cooksley	**DATE:**	24.01.2013

POST REVIEW

OFFICER:		**DATE:**	
OFFICER:		**DATE:**	
OFFICER:		**DATE:**	