

JOB DESCRIPTION

Job Title	Principal Supervisory Assistant
Band/Job Group	Grade D – SCP9-17 £21,269-£24,920 (actual pro-rata salary £3731 - £4371)
Hours	7.5 hours per week
Special Conditions	Term time only 45 weeks per year (no training days)
School	Devonshire Junior Academy
Responsible to	Head Teacher

Job Summary

Working directly with members of the school Senior Leadership Team lead to develop logistical management of the lunch time period, ensuring that high standards are maintained.

To encourage, lead and support a team of Lunchtime supervisors to provide a safe, stimulating environment for the children, with creative and appropriate play opportunities

Additional duties and responsibilities

1. To deliver an excellent service, ensuring that high standards are achieved and maintained.
2. To support the midday supervisors with the planning and delivery of a range of stimulating activities, reflecting equality of opportunity and inclusive practice.
3. To lead on the day to day logistics and administration of the lunch time, in line with the welfare requirements to include: staff rotas, cover arrangements and the monitoring of all children.
4. Report to the Head Teacher on the general conduct of pupils and follow policy with regards to behaviour
5. Supervise and accept responsibility for the work of the Supervisory Assistants and Senior Supervisory Assistants.
6. Ensure that the Head Teacher's guidance and directions are adhered to, including relationships with Learning Support Practitioners and Teachers who may choose to organise educational activities in the period.
7. To ensure that play materials and equipment are properly used, maintained and stored, reporting any work or damaged materials to the appropriate member of staff.
8. To work within and abide with all school policies and procedures

It is your responsibility to carry out your duties in line with the Trust's policy on equality

and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.

Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

The post holder must at all times carry out his/her responsibilities with due regard to the Trust's policy, organisation and arrangements for Health and Safety at Work.

PERSONNEL SPECIFICATION

Job Title	Principal Supervisory Assistant
Band/Job Group	Grade D – SCP9-17 £21,269-£24,920 (actual pro-rata salary £3731 - £4371)
Hours/Weeks	7.5 hours per week
Special Conditions	Term time only 45 weeks per year (no training days)
Thematic Area	Children & Young People's Service
School	Devonshire Junior Academy
Responsible to	Head Teacher

Sickness Absence and Disability	<p>A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Qualifications	
Experience	<p>Experience of work in childcare context with Primary aged children.</p> <p>At least 6 months experience of managing/supervising.</p> <p>Experience of maintaining records</p>
Training	Staff will be required to attend training/emergency treatment of casualties courses, as and when required,
Special Knowledge	Understanding of Health & Safety
Circumstances	

Disposition	<p>Good communication skills</p> <p>Reasonable level of Literacy skill</p> <p>Ability to use initiative when appropriate</p> <p>Able to lead a team</p>
Practical and Intellectual Skills	
Legal Requirements	<p>All employees must adhere to the Authority's Regulations governing the Catering Service in Schools with particular reference to those relating to Food Hygiene and Health and Safety at Work</p> <p>Enhanced DBS Check for Regulated Activity</p>