



Our Lady of the Rosary Catholic Primary School

JOB DESCRIPTION

POST TITLE: Supervisory Assistant (Maternity Cover)

GRADE: Real Living Wage

RESPONSIBLE TO: Executive Head Teacher

Overall Objectives of the Post:

To assist teaching staff with monitoring pupils during lunchtime and to ensure the wellbeing and safety of pupils, in line with the school's policies and procedures.

As part of the whole school ethos the post holder is expected to be pro-active in the vision and aims of Our Lady of the Rosary Catholic Primary School.

Key Tasks of the Post:

- Offering care and support throughout lunchtime - both in the dining hall and playground
- Being responsible for the wellbeing and social interaction of pupils during lunchtime
- Assisting in the domestic care and welfare of pupils at meal times
- Promoting high standards of behaviour
- Demonstrating flexibility in relation to covering different areas of the school
- Assisting in the supervision of other activities during lunchtime including the setting out and storing of relevant equipment
- Ensuring that the outside and inside areas are left tidy for the afternoon session
- Reporting any incidents and accidents that occur during lunchtime to senior staff in line with school policies and procedures
- Being watchful of any potentially hazardous situation e.g. slippery floors etc and reporting concerns to the relevant staff member

General Requirements:

- Attending and participating in training and development courses as required
- Attending meetings, liaising and communicating with colleagues in school
- Being an effective role model for the standards of behaviour expected of pupils
- Having due regard to confidentiality, child protection procedures, health and safety, other

statutory requirements and the policies of the governing body and local education authority

Professional Values and Practices:

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff. The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

Our Lady of the Rosary Catholic Primary School and Nursery is part of Bishop Chadwick Catholic Education Trust, the Trust and their schools safeguards and protects its students and staff by being committed to respond in accordance with County Durham Child Protection Procedures. Enhanced DBS checks are mandatory for all school staff.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.