

Newham Community Learning - Job Description

Job title:	Midday Supervisory Assistant
Grade and work pattern:	Scale 2
Location:	Portway and Selwyn Primary Schools
Job description reviewed by:	Scott Chudley
Is a person specification included?	Yes, as part of this JD
Date reviewed:	May 2023



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Newham Community Learning, Pretoria Road, London E16

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Company Number 09896221. Registered office: Newham Community Learning, Pretoria Road, London E16.

JOB DESCRIPTION AND PURPOSE – Midday Supervisory Assistant

Grade: Scale 2

Based at: Portway and Selwyn Primary Schools

Reports to: designated member of the school leadership team/Senior Supervisory Assistant

Manages: N/A

Liaison with: members of the supervisory team and members of the SLT as required

Responsible for: assisting the school leadership team as required in order to ensure the safety and wellbeing of all students at school during the provision of a school lunch

Budget: n/a

Other requirements: This post is subject to an enhanced DBS check, and is exempt from the Rehabilitation of Offenders Act (1974)

PROTECTING OUR CHILDREN - SAFEGUARDING

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

EQUAL OPPORTUNITIES

Newham Community Learning has a strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people, and expects all staff to understand and to promote its policies in their work.

DATA PROTECTION

UK GDPR and the Data Protection Act 2018 control how personal information is used by our Trust. Everyone responsible for handling and using personal data has to follow strict rules called 'data

protection principles', which apply to any and all data concerning a living individual. An introduction to data protection is provided in our induction systems; refresher training is also provided. Staff are required to seek advice from the leadership team should they have any queries regarding the processing of personal data of fellow members of staff, children or parents.

PURPOSE OF THE JOB

The postholder is required to support the school leadership team to ensure the safety and wellbeing of all children staying at the school for the prepared lunch.

KEY RESPONSIBILITIES

- To ensure orderly behaviour in the Dining Room.
- To assist pupils when they are unable to assist themselves.
- To clear up any food spillage, water or sickness in the dining area during the service of meals.
- To supervise the return of empties and waste food.
- To attend to minor accidents and to report such to the Head Teacher or Senior Supervisory Assistant.
- To supervise pupils in the playground or in the school during inclement weather, under the direction of a member of the Senior Leadership Team or the Senior Supervisory Assistant.
- To report immediately, any untoward circumstances.
- Such other duties, within the competence of the postholder, which may be required, reasonably, from time to time.

This job description is intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.



Personal Specification

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

FACTOR	REQUIREMENT	METHOD OF ASSESSMENT
Experience	Experience of dealing with children either in a domestic or work environment.	Application Form/Interview
Knowledge/	Knowledge of an ability to supervise children. Ability to understand childrens' behaviour and to respond to their needs in varying circumstances	Application Form/Interview
	Understanding of basic issues of hygiene and child safety.	Application Form/Interview
	Ability to act quickly and responsibly in the event of accidents or untoward circumstances.	Interview
	Ability to communicate well with children.	Interview
	Ability to undertake all duties in line with the Trust's Equality and Diversity Policy.	Interview



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