



Job Title:	Lunchtime Supervisory Assistant
Code:	Sup24
Salary Range:	Per annum/pro rata (Dependant on skills and experience)
Hours:	5 hours Per week Monday - Friday
Base:	Newlyn School
Responsible to:	Teaching staff (Senior Lunchtime Supervisory Assistant)
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External	<u>Internal:</u> Headteacher, Teachers, Support Staff, Pupils, Catering Service Staff <u>External:</u> Parents, LEA officers and advisers, School Governors, visitors to the school

Main Purpose of Job:
<ul style="list-style-type: none"> To assist and supervise individuals and groups of pupils during the lunch break, encouraging responsible and appropriate behaviour, activities and play ensuring the safety of pupils

Main Duties and Responsibilities:
<ul style="list-style-type: none"> To supervise children during the lunch period in accordance with the School's pupil management, discipline, behaviour and bullying policies. To complete the necessary records with regard to any incidents relating to such policies To report back to the appropriate Teacher any issues relating to children's progress, achievements, behaviour or problems which may become apparent To organise and positively interact with approved group activities and games for children as authorised by a member of the teaching staff, so as to enhance the development of children's learning and social integration. To arrange appropriate indoor activities are made available to children during wet lunchtime break periods which ensure appropriate and safe behaviour of children during these periods. To remain aware of children with special educational needs and liaise with the appropriate SEN Assistant to ensure play activities are appropriate and safe for all children To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods To remain aware of children's food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned, with particular vigilance for children sharing packed



lunches

- To deal with emergencies that may occur in accordance with the school's procedures, administer basic first aid and inform a member of the teaching staff/Headteacher in the event of an emergency. To ensure all sickness/accidents are recorded in accordance with the school's procedures

General/Other:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the trust's pupils at all times
- New Appointments: To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

Person Specification:	Essential	Desirable	Recruiting method
Education and Training	Attainment of level 1 standard of education, or be able to demonstrate an equivalent level of knowledge through practical relevant experience	Level 2 qualification in a related area First Aid Certificate Health and food safety certificate	Application/Interview
Skills and Experience	Experience of working with children Good communication skills Ability to prioritise between different demands An interest in children and education	Experience of working with children in a school or similar environment	Application/Interview/Assessment
Specialist Knowledge and Skills	Demonstrates an interest in education Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children		Application/Interview/Assessment



	and young people Demonstrates an awareness, understanding and commitment to equal opportunities		
Behaviours and Values			Application/Interview/Assessment

Special Conditions related to the post
<ul style="list-style-type: none"> <i>Physical fitness</i> <p><i>The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.</i></p> <p>Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:</p> <ul style="list-style-type: none"> Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information Receipt of two satisfactory employer references one of which must be from your current or most recent employer Satisfactory verification of relevant qualifications Satisfactory health check <p>All new employees will be required to undertake mandatory training required by the Trust.</p>

How to apply:	<p>To down load an application pack or apply online please visit: www.cornwall.gov.uk or www.newlynschool.ul</p> <p>Please complete an application form in full and return to: spascoe@newlyn.cornwall.sch.uk Please note that we do not accept CVs.</p>
Contact details:	Tel: 01736 363509 E-mail: spascoe@newlyn.cornwall.sch
Closing date:	<p>23rd September 2018</p> <p>Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.</p>

Our Trust is committed to providing employee benefits that motivate and reward our employees.