

FRED LONGWORTH HIGH SCHOOL

JOB DESCRIPTION

Post Title:	Teaching Assistant – Lunchtime Supervisor
Reporting To:	Director of Business & Finance
Working Time:	5 hours per week, term time only
Salary/Wage Grade:	Grade 2 (£8.82 per hour)
Disclosure Level:	Enhanced
Scope:	<p>Information given on this job description is meant to provide both postholder and manager with an understanding and appreciation of the scope of the particular job and its role.</p> <p>It outlines main duties and responsibilities under broad headings only. It is not possible, nor desirable, to specify every item in detail. Specific responsibilities and duties may be varied in response to service needs, provided these fall within the broad scope of the post.</p>

MAIN DUTIES AND RESPONSIBILITIES

1. To promote the independence and autonomy of all students.
2. To encourage the development of social skills and/or raise confidence and self-esteem where necessary.
3. Supervising of students before, during and after their meal, including the supervising of students to deposit leftover food and packaging.
4. To support students (physically if necessary) during the lunchtime session.
5. To encourage students to arrive and leave promptly and orderly.
6. Clearing of tables and floors within the eating areas.
7. To assist with the emergency evacuation of students in accordance with the school's procedures.
8. To implement the school's behaviour and discipline policy.
9. To carry out tasks assigned by and under the direction of the Supervisor.

Staff development	<ul style="list-style-type: none">• To take part in the School's staff development programme by participating in arrangements for further training and professional development.• To continue professional development in the relevant areas including use of new technology.• To participate in the Staff Professional Review process.• To work as a member of a designated team and to contribute positively to effective working relations within the School.
Quality Assurance:	<ul style="list-style-type: none">• To help to implement School quality procedures and to adhere to these.• To contribute to the process of monitoring and evaluation of administration in line with agreed School procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
Communications:	<ul style="list-style-type: none">• To maintain effective links throughout the School.• To communicate and consult with other staff and students.

	<ul style="list-style-type: none"> • To promote a positive service to both staff and students. • To communicate and co-operate with internal/external individuals and bodies as appropriate. • To follow agreed policies for communications within the School.
Management of Resources:	<ul style="list-style-type: none"> • To be fully aware of the school Best Value Statement. • To contribute to the process of the ordering and allocation of equipment and materials. • To contribute with other staff to ensure a sharing and effective use of resources to the benefit of the School and its students. • To advise management of resource needs as and when appropriate.
<p>Other Specific Duties</p> <p>Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.</p> <p>Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>All staff at Fred Longworth High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal. In particular, we expect all staff to be committed to our Arts College aims and to play an active part in our initiative.</p> <p>This job description is current at the date shown but in consultation with you, may be changed by the Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title.</p>	

Date: July 2017

Teaching Assistant - Lunchtime Supervisor
PERSON SPECIFICATION

REQUIREMENTS	Essential	Desirable	Assessment Method
Qualifications/Training <ul style="list-style-type: none"> NVQ2 equivalent qualification or experience in relevant discipline Good interpersonal skills Basic Numeracy and Literacy skills 	✓ ✓ ✓		Application and Interview
Knowledge/Skills <ul style="list-style-type: none"> Ability to work constructively as part of a team Good organising, planning and prioritising skills Ability to relate well to children and to adults 	✓ ✓ ✓		Application and Interview
Behavioural Attributes <ul style="list-style-type: none"> Customer focused Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect Open, honest and active listener Takes responsibility and accountability Committed to the needs of students, parents and other stakeholders Is committed to the provision and improvement of quality service provision Is adaptable to and welcomes change Acts with urgency and is energetic, enthusiastic and decisive Communicates effectively Has the ability to learn from experiences and challenges 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		Application and Interview