

Job Description



Job Title	Lunchtime Supervisory Assistant	School	Summerhill School
Post Number	SCH113		
Grade	2	Salary	£8.65 per hour

Reports To	Mrs Vicki Poole, Business Manager, responsible for all support staff.
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Purpose of the Job

The duties of a Lunchtime Supervisory Assistant involve the safe supervision and welfare needs of students during the lunch period.

Main Activities

- To carry out duties allocated for the benefit of the students
- Supervising students in a specified area of the school including indoor and outdoor areas
- Reporting any accident to the Primary First Aider including recording and reporting all details in line with procedures.
- To implement the School's Behaviour Policy and report any incidents following school procedures.
- Setting appropriate standards of dress and language to set examples for the students.
- Report any issues relating to the school facilities to Mitie.
- Any other related duties or responsibilities as defined by the Headteacher.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals.
- Participate in training, other learning activities and performance development as required.
- Attend meetings as required.
- Assist with the supervision of students out of lesson times, eg clubs, extra-curricular activities.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising student achievement and effective team working.

Special Conditions	<ul style="list-style-type: none"> • This post is subject to the DBS checking process and requires enhanced clearance. • The salary offered reflects the fact that the post holder will be required to work x 5 hours per week, term-time only
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Car Allowance	Travel expenses relating to school business will be paid in accordance with the school's policy.
Prepared By	Vicki Poole Business Manager
Review Date	10 th April 2019

Job Title	Literary / EAL Support Officer	School	Summerhill School
Post Number	SCH360		
Grade	6	Salary	£17,914 - £19,645 per annum

Criteria (Essential)

Assessment By

	Application	Interview	Test
<u>Experience</u> Demonstrable experience of working with children of relevant age.	√	√	√
Experience of working with students with additional needs.	√	√	√
Full working knowledge of relevant policies and codes of practice and awareness of relevant legislation.	√	√	√
Working knowledge of national curriculum and other relevant learning programmes.	√	√	√
<u>Qualifications / Training</u> NVQ Level 3 in a relevant subject or equivalent qualification	√	√	√
Minimum of GCSE or equivalent Grade B	√	√	√
Specific qualification/ or equivalent in literacy / EAL	√	√	√
Excellent literacy skills.	√	√	√
Commitment and willingness to undertake further training, assessment and development dependent upon existing qualifications and requirements of the post.	√	√	√
<u>Practical Skills</u> Ability to demonstrate knowledge and use a wide range of current ICT systems and packages.	√	√	√
Good written and verbal communication skills.	√	√	√
Understanding of principles of child development and learning processes and in particular, barriers to learning.	√	√	√

Ability to plan effective actions for students at risk of underachieving.
Full understanding of the range of support services/providers.

√	√	√
√	√	√
√	√	√
√	√	√
√	√	√
√	√	√
√	√	√

<u>Personal Qualities and Attributes</u>
A Knowledge of Equality & Diversity issues.
Ability to understand and relate well to children and adults.
Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.
Ability to identify own training needs and willingness to participate in training and development opportunities.
To comply with the Schools commitment to the protection and safeguarding of children.

Prepared By	Jill Belcher Director of Operations and Business
Date	29 th March, 2017

