



## The Froebelian School

<b>Job Title:</b>	Supervisory Assistant
<b>Responsible to:</b>	Senior Leadership Team or any teacher with delegated authority
<b>Role:</b>	To <b>actively</b> supervise the pupils in the playground and throughout the school premises during the lunchtime period.

### Main Duties:

1. Proactively supervise children throughout the school with particular emphasis on pastoral care, good discipline and manners.
2. Ensure patrol of the playground gives line of sight of the whole area between those staff on duty.
3. Maintain appropriate relationships with the children, providing firm but fair care and support.
4. Conduct care and supervision of the pupils in accordance with the guidance provided in the:
  - Safeguarding and Child Protection Policy
  - Supervision of Pupils Policy
  - Health and Safety Policy
  - First Aid Policy
  - Promoting Positive Behaviour Policy
  - Anti-Bullying Policy
5. Keep a record of inappropriate pupil behaviour and bringing serious problems to the attention of a teacher or member of the Senior Leadership Team (SLT).
6. Ensure the health and safety of children at all times.
7. Ensure all playground gates remain locked throughout the playtime session.
8. Administer emergency first aid to pupils as necessary and monitor pupils' recovery as necessary.
9. Record first aid administered on a report form to submit to the office.
10. Report any hazards to health and safety to a member of the Senior Leadership Team (SLT).
11. Co-operate with and support colleagues.
12. Actively lead the children in the establishment of suitable playground games and activities.
13. Carry out any other duties reasonably required by the SLT.

## **Standards and Responsibilities**

1. To support the aims, values and ethos of the school (new members of staff should obtain a copy of the statement from the School Office);
2. To set a good example in terms of dress, conduct, punctuality and attendance (refer to School's Code of Conduct for Staff);
3. To attend any training required to enable the role to be fulfilled effectively (e.g. First Aid);
4. To give the highest priority to matters of health and safety and child protection;
5. To offer loyalty to the school and to colleagues.

## **Qualities and key features**

Working with young children requires personal qualities that will support the ethos, teaching, learning and pastoral care that are at the heart of the school. The qualities and key features given below are essential but not exhaustive. They will enable current and prospective supervisory assistants to evaluate their suitability and, if necessary, seek further guidance. These qualities and key features will be included as part of any performance review or appraisal.

1. A genuine love of working with children, evidenced through interaction, demeanour and facial expression;
2. A proactive approach in supporting children's development and welfare;
3. Patience (almost limitless!);
4. A good sense of humour;
5. Being an effective team member;
6. Flexibility;
7. Good communication skills;
8. The ability to take control and instil calmness when children are over-excited.

Relevant Policies for additional guidance:

- Safeguarding and Child Protection Policy
- Supervision of Pupils Policy
- Health and Safety Policy
- First Aid Policy
- Promoting Positive Behaviour Policy
- Anti-Bullying Policy