



## JOB DESCRIPTION

<b>Job Title:</b>	Supervisory Assistant (Tea-time Club)
<b>Responsible to:</b>	The Head Teacher
<b>Place of Work:</b>	Your normal place of work will be Dene House Primary but you may be asked to work at any of Trusts sites across County Durham.
<b>Hours:</b>	11.25 hours per week (3.00 p.m. until 5.15 p.m.) Part Time Term Time
<b>Salary:</b>	Grade 1 (SCP 3) £22,737 pro rata for Part Time Term Time

### Job Summary

The Supervisory Assistant will be responsible for the care and supervision of the children during tea-time club and engaging children in activities in accordance with the Trust's policies and procedures.

### Duties and Responsibilities

The main duties will be carried out under the direction and control of the Head Teacher and will include the following:

- Being responsible for the care and supervision of the children within the provision.
- Ensure pupils maintain high standards of behaviour, reporting any cases of misbehaviour, especially bullying, as appropriate.
- Ensuring the health and safety of all children in the club by performing basic first aid for minor incidents/accidents.
- Assisting in the accurate keeping of registers, first aid, medicines, risk assessments, security and fire regulations.
- Supporting with homework activities.
- Assisting pupils where necessary.
- Actively encouraging pupils in safe, enjoyable games.
- Help prepare and serve snacks.
- Supervising the washing of hands before snacks.
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.

The Post holder may undertake any other duties that are commensurate with the post.



# TUDHOE LEARNING TRUST



## PERSON SPECIFICATION - Supervisory Assistant (Tea-Time Club)

Category	Essential	Desirable	Assessment
<b>Education, Qualifications and Training</b>	Basic literacy and numeracy skills	First Aid Certificate  Willing to take further training with a particular emphasis on a Child Protection certificate.	Application
<b>Experience</b>	Knowledge of the duties and role of the Supervisory Assistant.  Previous experience of working with or caring for children aged 3-11 years.	Experience of working in a school environment either in a paid or voluntary capacity.	Application / Interview  Application/ Interview
<b>Attitudes and Abilities</b>	Able to help children with homework.  Able to engage children in safe and enjoyable games.  Good communication skills and interacts well with children.  To be able to work under pressure.  To be able to work effectively as part of a team and have positive relationships with work colleagues.  Ability to work within the school's policies and guidelines.  Recognition of the needs of SEN children and the ability to promote good playtime behaviour.  Understanding of safeguarding children.	Basic understanding of child development and learning.  An understanding of children with special needs.  Good behaviour management strategies.	Interview / Application References
<b>Personal Attributes</b>	Use own initiative.  Flexible approach to work.  Awareness of confidentiality, working with integrity.  Good timekeeping. Enthusiastic, Courteous and polite  Patience and emotional resilience in working with challenging behaviours. Sensitive to the needs of children.  Calm and positive approach.		Interview
<b>Working Arrangements</b>	Enhanced DBS (school will arrange for this).  Part time. Term time.		Interview/ Application Form