

JOB EVALUATION CODE: 5979

CORNWALL COUNCIL**School Based****JOB DESCRIPTION**

Department:	School Name
Job title:	Lunchtime Supervisory Assistant
Grade:	1
Responsible to:	Teaching staff (Senior Lunchtime Supervisory Assistant)
Direct supervisory responsibility for:	None
Indirect supervisory responsibility for:	None
Important functional relationships:	<p><u>Internal:</u> Headteacher, Teachers, Support Staff, Pupils, Catering Service Staff.</p> <p><u>External:</u> Parents, LEA officers and advisers, School Governors, visitors to the school.</p>

Main Purpose of Job:

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

1. 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, in accordance with the policies.
2. To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
3. 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.
4. 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.
5. To organise 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 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.

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6. 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.
7. To deal with emergencies that may occur in accordance with the school's procedures, 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 schools procedures.
8. To administer minor first aid (as trained) and assist with sick children where necessary. To comply with the School's First Aid policies and procedures.
9. To report back to the appropriate Teacher any issues relating to children's progress, achievements, behaviour or problems which may become apparent.
10. To undertake all duties and responsibilities with due regard to the School's Security Policy and, in particular, remain aware of intruders entering the school grounds.
11. To be aware of the School's child protection policy/procedures and report any concerns observed during the course of duty in accordance with such procedures.
12. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
13. To maintain confidentiality of information acquired in the course of undertaking duties for the School.
14. To be responsible for your own continuing self-development, undertaking training as appropriate.
15. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: April 2003 (grade updated Nov 2022)

Prepared by: Cornwall Council

JOB EVALUATION CODE: 5979**PERSON SPECIFICATION****Job Title:** Lunchtime Supervisory Assistant**Department / School:** School-based.**Person specification prepared by:** Education Personnel, Cornwall Council**Date:** April 2003

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Previous experience of working with children/young people.	Previous experience of working with children within a school environment or similar.	Application form/ interview.
<u>Education & Training</u>	Attainment of level 1 standard of education, or be able to demonstrate an equivalent level of knowledge through practical relevant experience.	Level 2 qualifications (NVQ, GNVE or GCSE) to include English & Maths. Basic First Aid Certificate.	Application form.
<u>Special Knowledge & Skills</u>	Good communication skills. Ability to prioritise between different demands. An interest in children and education.		Interview.
<u>Any Additional Factors</u>	Flexible, self-motivated & enthusiastic. Patient and friendly approach. Acceptance of different attitudes. A willingness to work with children. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.

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GLPC JOB EVALUATION SCHEME
JOB INFORMATION QUESTIONNAIRE
Cornwall Council

Job Title:	Lunchtime Supervisory Assistant
Present Job Grade:	1
Department:	Children, Schools and Families
Service:	School based
Section:	Non teaching support
Job Evaluation Code:	CYSH006
Immediate Line Manager's Job Title:	Teacher/Headteacher/Senior Lunchtime Supervisory Assistant

CONTENTS AGREED BY: Name of Job Analyst: Liz Sandland/Nicky Cook Date: 22 April 2003	Name of Manager: Date:
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Supervision / Management of People

Does the post holder supervise/ manage other staff? Yes / No
 (Whether permanent, temporarily assigned, shared, contract or others)

If **NO** go to the Creativity & Innovation section on page 4.

If **YES**, Please complete the table(s) below as appropriate:

Complete this table if the post holder has full and ongoing responsibility for Council employees

Specify the ACTUAL number of employees. Part time, job share and full time staff should be treated equally - count the actual number of people for which the jobholder has supervisory or managerial responsibility, either directly or through others (i.e. staff who are managed by a subordinate).

Project Staff – include the number of staff for which the post holder has complete supervisory responsibility on a near continual basis (in the course of a project or number of consecutive projects).

Identify the job title(s) of the staff and the number of post holders against each title

<u>Job Title</u>	<u>Number of staff</u>
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In relation to direct reports, identify the nature of the responsibility. In particular does the post holder:

Allocate, instruct, direct, organise work:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Check work:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Provide training:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Undertake appraisal:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Discipline staff if necessary:	Yes <input type="checkbox"/> / No <input type="checkbox"/>

Are staff in the same section?

Yes / No

If yes, please specify the name / title of the section:

If no, specify the different section names:

Is there more than one occupational group / profession

Yes / No

If yes, please specify the occupational groups:

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Complete this table if the post holder has full and ongoing responsibility for Council employees – continued.

Does the post holder face an extra demand due to the fact that staff are located at different bases or highly mobile? If yes, please describe the nature of the dispersal: **Yes** / **No**

In the case of highly mobile staff, specify (on average) the number of days per week the staff are away from the post holder’s office.

Complete this table where the post holder’s responsibility for Council employees is for temporary assigned or shared employees (this includes responsibility for seasonal staff and must be for a minimum of four weeks per year). Specify the ACTUAL number of employees.

Recurring supervision of temporary staff or seasonal variations should be averaged on an annual basis.

Project Staff – consider situations where there is less than complete supervisory responsibility and/or projects are on a less than continuous basis.

Deputising – include those staff which the post holder has temporary supervisory responsibility for a limited period (e.g. absence cover).

Identify the job title (s) of the staff and the number of post holders against each title

Job Title

Number of staff

In relation to the above staff identify the nature of the responsibility. In particular does the post holder

Allocate, instruct, direct, organise work:	Yes <input type="checkbox"/> / <input type="checkbox"/> No
Check work:	Yes <input type="checkbox"/> / <input type="checkbox"/> No
Provide training:	Yes <input type="checkbox"/> / <input type="checkbox"/> No

For contract workers or agency staff ONLY

Specify the ACTUAL number of employees averaged over a typical year.

Contract staff should be subject to regular monitoring and issuing of directions and instructions.

Identify the job title (s) of the staff and the number of post holders against each title:

Job Title

Number of staff

Please describe the nature of the responsibility:

JOB EVALUATION CODE: 5979**Creativity and innovation**

This section considers the extent to which the job requires innovative and imagination responses to issues and the resolution of problems.

Please give examples of creativity and innovation which the job requires and for each example indicate frequency. *The fullest range of potentially creative work should be taken into account. This can be exercised in a number of ways including, for example: caring and counselling; design and application of information technology systems; creation and planning of menus; repair and maintenance of landscapes, buildings, plant and machinery; cleanliness and well being of the environment; preparation of plans and drawings, development of policy, practice and procedures and in the use of the written and spoken word.*

ExampleFrequency

Creativity is restricted to activities relating to encouraging children to behave in an appropriate manner, to promote good table manners and to deal with minor issues which may arise during the lunch period. The post holder may also be involved in encouraging appropriate play activities for the children.

Daily

Describe any instances where the post holder has to find a solution or a new response to issues.

The post holder is not necessarily responsible for finding new responses. However, they will be required to find solutions to routine issues during the course of their duties. For example, encouraging children to eat lunch who may be fussy eaters, to suggest play activities, to deal with issues of bad behaviour from children.

Give examples of the post holder's response to problems and indicate the frequency for each example:

For example the post holder may encounter a situation whereby two children are fighting. The post holder is required to respond and would typically break up the fight and take the children to a teacher who would manage the situation. This could happen once a day.

The post holder may have to deal with children who need some encouragement during play time and the post holder would typically assist by offering suggestions of different play activities for the children to involve themselves in. This is at a relatively basic level and could happen daily. Children with special educational needs have their lunch time and play activities supervised by specialist ancillary support staff.

Whilst supervising children in a dining area the post holder will come into contact with children who do not like their lunch or are fussy eaters. The post holder is required to encourage children to eat their lunch or try new foods, or alternatively arrange for alternatives where allergies are concerned. This would happen typically on a daily basis.

To what extent is the job/work determined or assisted by guidelines, controls, limits, procedures and systems and please give examples:

The job is more or less entirely governed by guidelines, limits and procedures. These include the recognised school procedures and organisation of the lunch

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time period, School Behaviour Management Policies, Health and Safety and First Aid procedures.

JOB EVALUATION CODE: 5979**Contacts and Relationships**

This section considers the degree of personal contact and the nature of the relationships with others required to carry out the job.

Type of contact? Specify numbers from list below	Who? Identify who the post holder contacts e.g. Members, Chief Officers, managers, clients, other employees, general public, suppliers etc	Why and What? For each contact explain the reason for and nature of the communication	When? Identify frequency e.g. daily, weekly, monthly, quarterly or annually
A	Teachers, pupils, support staff, senior lunchtime supervisory assistant, Headteachers.	Pupils - interaction during the lunch period with children whilst taking lunch or playing.	Daily
		Teachers - to provide updates on children's behaviour during the lunch period. To communicate any concerns, to seek assistance/management of incidents of bad behaviour.	Daily
		Support staff/senior lunchtime supervisory assistant - to interact and communicate with other members of staff undertaking a similar role with the children.	Daily
		Headteacher - to communicate incidents of a serious nature.	Rarely
B	Teachers, pupils	Teachers - to communicate details of any incidents which may have taken place and the course of action taken by the post holder.	Daily
		Pupils - to routinely explain the lunchtime arrangements, points of appropriate behaviour and school rules regarding playtime.	Daily
F	Pupils	The post holder may be required to comfort children who may become upset during the lunch period as a first point of contact prior to handing over such incidents to the teacher.	Daily
K	Pupils		Weekly

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The post holder may become involved as the first point of contact to incidents of aggressive behaviour, for example, children fighting, again prior to handing over such incidents to the teacher.

- | | | |
|--|--------------------------------------|---|
| A. Routine exchange of information | F. Care and Compassion | K. Conflict Resolution |
| B. Providing routine explanations/advice | G. Coaching / Mentoring / Motivating | L. Formal Training / Teaching |
| C. Providing detailed explanations / advice on specialised matters | H. Counselling | M. Formal Presentations / Public Speaking / Public Representation |
| D. Influencing / Persuading | I. Interviewing | N. Formal Negotiation |
| E. Tact and Diplomacy | J. Handling Client Relationships | O. Providing advice on highly complex matters |

Does the post holder represent or negotiate on behalf of the Council?

Yes / No

If yes, please identify the circumstances. How often does this occur?

JOB EVALUATION CODE: 5979**Decisions – Discretion**

This section considers the requirement of the post holder to make decisions or recommendations made as part of the post holder's remit (as defined in the job description).

Give examples of the most important decisions or recommendations required by the job. Distinguish between decisions for which the post holder has authority and where the post holder makes recommendations to others. Define the extent of the effects of the post holder's decisions on the manager section / department, clients, other departments, the whole Council etc.

Please list decisions / recommendations that the post holder makes:

Dec = D
 Recom =
 R
 R

The decisions / recommendations effects:

Recommending play activities to the children

The smooth and happy running of play time.

D

First response actions to incidents of bad behaviour, accidents etc prior to informing the teacher who will manage the situation appropriately.

The management of non routine issues that may arise during the lunch period.

On what issues does the post holder go to his / her manager for advice / guidance / a decision?

Incidents of bullying, bad behaviour, distressed children or first aid matters, accidents, emergencies will be reported to the teacher for appropriate action.

What policies, procedures, manuals, working standards or other guidelines / rules affect your decisions?

The job is more or less entirely governed by guidelines, limits and procedures. These include the recognised school procedures and organisation of the lunch time period, School Behaviour Management Policies, Health and Safety and First Aid procedures.

Describe what advice is available from the post holder's manager or other sources e.g. rules, guidelines, manuals. Is the advice available all the time, daily, weekly, etc. and is your manager at another location. If so where?

Advice relating to all kinds of incidents regarding child behaviour, health and safety, lunch time arrangements and procedures, play policies etc is readily available to the post holder from teachers and the school's policies and procedures at all times.

JOB EVALUATION CODE: 5979**Decisions – Consequences****Consequences of decisions and recommendations**

Please identify the major consequences of any decisions the post holder makes for clients, the public, other staff or the service:

Smooth running of the lunch time with children being well behaved in a pleasant environment.

What are the implications if the post holder gets something wrong?

Unpleasant atmosphere for children during the lunch period; mess resulting from poor table manners to be cleared up; injuries could be sustained if children's bad behaviour is not dealt with swiftly and appropriately and reported to the teacher promptly.

How quickly would any error be rectified and how? Who would the post holder inform?

If the post holder does not instantly deal with inappropriate behaviour, the implications are minor and easily rectified as all incidents are reported to the teacher.

Resources

This section considers whether the post holder has personal and identifiable accountability for financial and physical resources including those of clients.

Cash / Financial Resources

Is the post holder accountable for the accurate handling / security of cash, cheques and credit/debit cards?

Yes / No

If yes, indicate the amount(s) and nature of the responsibility:

Plant / Equipment

Is the post holder personally accountable for proper use and safe keeping of plant / equipment?

Ye
s
 /
No

If yes, please specify the items and nature of the responsibility:

Stocks / Materials

Is the post holder responsible for materials / items of stock?

Yes / No

If yes, identify the value of the materials / stock involved and nature of responsibility:

JOB EVALUATION CODE: 5979Data Systems

Is the post holder responsible for the use, manipulation and safe keeping of data systems whether manual or computerised? Yes / No

If yes name the system and identify the nature of the responsibility and time taken:

In the case of computerised data systems does the post holder have a password and have the responsibility to amend records (not just read o) Yes / No

Buildings

Is the post holder accountable for the proper use and safekeeping of buildings? Yes / No

If yes specify the building(s) involved and nature of responsibility;

Is the post holder a key holder? Yes / No

Is there more than one key holder for the building(s)? Yes / No
If yes specify job titles of other key holders:

Work Demands

Is the job subject to change or interruption? Yes / No
If yes give examples of the cause of interruption and frequency:

Is the jobholder's work subject to deadlines? Yes / No
If yes give examples and frequency.

Only as much as ensuring that children have had lunch within the lunch period.

Does the post holder have to resolve conflicting priorities / resource needs? *Resolving conflicting priorities could be deciding a course of action having considered different alternatives. Resolving conflicting resource needs could be deciding whether to use an internal resource (e.g. staff) or whether to use and external resource (e.g. a contractor)* Yes / No
If yes give examples and frequency:

JOB EVALUATION CODE: 5979**Physical Demands**

What kind of physical effort is involved in the job? e.g. standing, walking, lifting, cleaning. Give examples and state the average minutes or hours per day spent on each activity and whether the activity occurs on a daily basis or not?

<u>Example</u>	<u>Average min/hrs pre day</u>	
<u>daily/less than daily</u>		
Standing and walking around dining hall and playground to supervise children	1 hr	Daily
Occasional cleaning duties for spillages	5 mins	Daily

Is there a requirement for use of IT equipment?

Yes / No



If yes, please indicate the level of usage of the IT equipment i.e. average number of hours per day:

Working Conditions

Describe the post holder's working conditions (e.g. office, depot, client's house, workshop, outside). Is there exposure to heat, cold, dirt/dust, noise, weather, vibration, unpleasant working conditions etc.? Please specify which condition and number of hours per day.

Generally inside in the school dining hall and outside in good weather.

Work Context

Is there any potential risk to personal safety, illness, health in the job? Give examples stating who or what poses the potential risk and indicate the frequency:

There is a slight risk to safety in dealing with occasional confrontational situations and disputes between pupils.

If the post holder works with the public or clients, can s/he call upon the immediate support of other members of staff?

If one is employed, the senior lunchtime supervisory assistant is available to the postholder for immediate support.

The teacher is readily available for immediate support.

How would this support be obtained?

Teacher is on site and generally within the vicinity of the postholder.

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Knowledge and skills

If you would like to draw attention to a particularly important aspect(s) of the job description/ person specification you may do so below:

Further Observations

Are there any other points you would like to make?