

JOB DESCRIPTION and PERSON SPECIFICATION

SCHOOL	Cleeve Primary School	GRADE: 1
JOB TITLE:	Child Supervisory Support Officer	EVALUATION DATE: Oct 2002

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone in the School.

PURPOSE:

Supervises individual and groups of children during lunch, break periods and on school outings under the direction of a Senior Child Support Officer, Head of School or responsible person.

PRINCIPAL ACCOUNTABILITIES:

- | | |
|-----|--|
| 1. | To promote and safeguard the welfare of children, young people and/or vulnerable adults. |
| 2. | Supervises pupils prior to and after school sessions. |
| 3. | Organises and participates in pupil related activities. |
| 4. | Supervises pupils at mealtimes. |
| 5. | Supervise toilet activities. |
| 10. | The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the <i>school/academy</i> , as your employer and you as an employee. In addition to the employers overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Health and Safety policy adopted by the school. |

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.

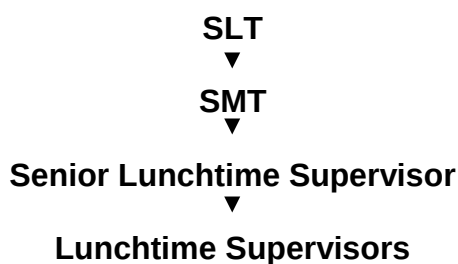
The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.

DIMENSIONS:**All sections should be completed – if there aren't any state 'none'**

1. **Responsibility for Staff:** None
2. **Responsibility for Customers/Clients:** Supervision of pupils
3. **Responsibility for Budgets:** None
4. **Responsibility for Physical Resources:** Play equipment and resources.

WORKING RELATIONSHIPS:**All sections should be completed – if there aren't any state 'none'**

1. **Within Academy:** Pupils, Staff, Parents and Governors
2. **Within the Trust:** Staff at other schools within the trust, trustees
3. **With external bodies to the Trust:** Educational Support Services

ORGANISATION CHART:

	<i>Tick relevant level for each category</i>						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).			✓				
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		✓					
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		✓					

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation		Essential	Desirable	How identified
1.	Qualifications:			
	First Aid		✓	AF, CQ
	Safeguarding Level 1		✓	AF, CQ
2.	Relevant Experience:			
	Experience of working with children in an educational setting		✓	AF
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people	✓		I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	✓		I, R
	Ability to supervise pupils during lunch, break periods and on school outings.	✓		AF, I, R
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF
	Awareness of the schools procedures and relevant legislation.	✓		AF
	Awareness of when to intervene to ensure children's behaviour is appropriate.	✓		I, R
	Knowledge of safeguarding and child protection		✓	AF, I, R
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.		✓	I, R
	Ability to communicate with and motivate children.		✓	I, R
	Good basic communication and inter-personal skills.		✓	I, R
	Written Skills			
	None			
6.	Other:			
	None			
7.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	✓	N/A	DBS Disclosure
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓	N/A	AF(after short listing)

Sign:

Print:

Date: