



St Mary's Church of England High School

Job Description

Post Title	: Senior Supervisory Assistant (SSA)
Hours	: Term Time Casual - Determined by School Requirements
Reports to	: Designated member of SLT
Grade	: SSA hourly rate inclusive of holiday pay element

Personal and Professional Standards

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are to:

- support the aims and ethos of the school
- have regard to the Church of England character of the school and not to do anything in any way contrary to the interest of its foundation
- set a good example in professional dress and appearance, punctuality and attendance
- take responsibility for personal development and training as a consequence of the performance review cycle
- attend team and staff meetings as appropriate, contributing actively whenever possible
- provide a courteous, prompt and polite service to all members of the school community, including parents/carers, students, all staff, contractors and suppliers and other visitors
- actively contribute to the school's mission statement by forming positive relationships within the school's community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

PURPOSE OF YOUR JOB

To supervise students during breaks to ensure that they behave in an appropriate manner and to help to ensure the safety and welfare of all students, staff and visitors on the school site.

MAIN AREAS OF RESPONSIBILITY

Directly to supervise students during breaks, and to ensure the safety and welfare of such students during this period in accordance with the general instructions of the Senior Leadership Team and also in liaison with other members of the school's teaching and support staff, as appropriate.

To supervise students remaining in all areas of the school, including classrooms, playgrounds, playing fields, locker areas and dining area, in accordance with the school's procedures.

To supervise the movement of students to and from the dining areas and the conduct of student queues inside and outside the dining areas and to ensure that all students return quickly to the care of their teachers at the end of break

To maintain an acceptable standard of conduct and discipline amongst students ensuring that all appropriate school regulations are complied with and reporting serious breaches of discipline or persistent unruly behaviour to a member of the Senior Leadership Team.

To summon assistance in the event of minor accidents and to take appropriate action over more serious incidents, including reporting them to the Head Teacher, a member of the Senior Leadership Team or senior staff.

To communicate with students in a respectful manner to gain their co-operation with responding positively to your requests

To carry out any other duties connected with the supervision of students as instructed by a member of the Senior Leadership Team.

To carry out any other duties as requested by SLT

April 2024