

Child Supervisory Support Officer (including Bus Passenger Assistant)

JOB DESCRIPTION and PERSON SPECIFICATION

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all stakeholders 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 and promotes the Equal Opportunities in Employment Policy adopted by the school.

PURPOSE:

To work under the direct instruction of teaching and senior staff to support the safety, well-being and personal needs of children across the school day. To provide on-board supervision to children using the dedicated school bus service to ensure their safety and well-being.

A knowledge and commitment to safeguarding and promoting the welfare of children and young people.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

1.	To promote and safeguard the welfare of children and young people.
2.	Establishes good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
3.	Supports the teacher in managing pupil behaviour in line with school policies.
4.	Promotes the inclusion and acceptance of all pupils.
5.	Prepares the classroom and resources as directed for lessons and clears afterwards
6.	Gathers/reports information from/to parents/carers as appropriate
7.	To deal with minor accidents, administering emergency first aid as required and taking necessary action in the case of serious incidents.
8.	The Health and Safety at Work etc Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the postholder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school's Health and Safety policy.
9.	Ensuring that pupils are collected and delivered to and from the correct place and handed to the responsible person in accordance with pre-determined arrangements.
10.	Promoting the general well-being of pupils travelling to and from school using school transport.

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 workplaces in the school and before and after the school day.

DIMENSIONS:

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

1. Responsibility for Staff:

None.

2. Responsibility for Stakeholders/Clients:

The postholder is responsible for the health, safety, welfare and behaviour of students on the school site and whilst travelling on dedicated transport.

3. Responsibility for Budgets:

None.

4. Responsibility for Physical Resources:

The postholder is responsible for the day to day care and cleanliness of the equipment used in the classroom.

WORKING RELATIONSHIPS:

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

1. Within Service Area/Section:

The postholder will supervise and instruct pupils as necessary.

The postholder will liaise with Teachers and members of the Senior Leadership team as required.

2. With Any Other Areas (where applicable)

Not applicable.

3. With External Bodies to the School

Not applicable.

ORGANISATION CHART:

Head of School
Senior Leadership Team
Class Teacher
Child Supervisory Support Officer

	<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).			√				Some exposure to negative or challenging behaviour.
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.			√				Contact with issues relating to individual students personal circumstances

PERSON SPECIFICATION		Tick relevant column		List code/s*
<p>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.</p> <p>*Codes: AF= Application Form, I = Interview, EOI = Expression of Interest Form, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</p>		Essential	Desirable	How identified
		1. Qualifications:		
	GCSE Level 2 or equivalent in Maths and English		X	CQ
	Emergency First Aid Qualification		X	CQ
2. Relevant Experience:				
	Experience of working in a school or educational establishment		X	AF/R
3. Skills (including thinking challenge/mental demands):				
	Motivation to work with children and young people	X		I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		I/R
	Ability to deal with challenging and difficult situations		X	I/R
4. Knowledge:				
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	X		I/R
	A knowledge and commitment to policies and procedures relating to the attitudes to learning and expected behaviour within the school		X	I/R
	An understanding of why equality of opportunity is the right of each individual		X	I
5. Interpersonal/Communication Skills:				
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	X		I/R
	Written Skills			
	Ability to produce basic written/email correspondence conveying simple instructions, guidance or information to staff regarding pupils	X		R
<p>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</p>				
6. Additional Requirements:				
	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 (if ticked as an essential requirement).	√		DBS Disclosure
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	√		AF/EOI (After short listing)

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	If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF/EOI (After short listing)