



Job Description

Post Title: Supervisory Assistant – Level 1

A5339

Grade: BB02

Responsible to: Head Teacher/ Mid-day Supervisor

Responsible for: N/A

Job Purpose: Responsible to the Mid-day Supervisor and the Head Teacher to ensure the safety and welfare of pupils on the school site during the mid-day break, and for the safe conduct of pupils leaving and arriving at the school at the commencement and near the end of the mid-day break.

Main Duties: The following is typical of the duties the potholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Specific responsibilities include:

- Supervision of pupils taking a school meal as well as other pupils on the site during the mid-day break.
- Maintaining discipline throughout the lunchtimes break in accordance with guidance given by the Head Teacher and to report back accordingly.
- Recording incidents using appropriate procedures, such as incident book or accident book, in order to fulfil the LEA's legal obligations.
- The supervision of pupils returning to the premises at the end of the mid-day break.

General

- Promote and implement the Trust's equalities policies in all aspects of employment and service delivery
- Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.
- Assist in maintaining a healthy, safe, and secure environment and to act in accordance with the Trust's policies and procedures.
- Promote understanding of the Trust's mission, vision and values and lead by example through outstanding professional conduct.