

JOB DESCRIPTION

Job Title: Supervisory Assistant

School: Beeston Primary

Pay Range: A1

Responsible to: Deputy Headteacher

Responsible for: N/A

Role:

To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period.

Main Duties

1. Supporting pupils while they eat their lunch, cutting up food for pupils and making sure tables are clean and that water is available
2. Ensure standards for healthy eating and table manners are maintained
3. Report accidents to the Midday Supervisor and complete accident form if necessary
4. Ensure that school discipline policies are implemented
5. Support the work of other Supervisory Assistants
6. Support induction and training of new staff as required by the Midday Supervisor
7. Respond to duty delegation as required by the Midday Supervisor
8. Lead the children in the establishment of suitable playground games/activities
9. Record inappropriate pupil behaviour and convey serious incidents to the Midday Supervisor and or teacher
10. Maintain checks throughout the lunch break to ensure pupils are safe
11. Follow advice given by Midday Supervisor on action to be taken in cases of inclement weather

PERSON SPECIFICATION

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Essential Criteria	How Identified	Desirable Criteria	How identified
SKILLS Ability to relate well to children and adults Ability to work constructively as part of a team Ability to maintain a safe, calm and happy approach	Application form and selection process Application form and selection process Application form and selection process		
KNOWLEDGE & UNDERSTANDING Working with or caring for children of relevant age Basic childcare and health and safety knowledge	Application form and selection process Application form and selection process	Appropriate knowledge of first aid	Application form
QUALIFICATIONS/ TRAINING Participate in development and training opportunities	Application form and selection process		
OTHER CONDITIONS			