

Woodsetton School



Job Title: Supervisory Assistant

Salary: Grade 2 (SCP 4)

Hours/week: 9 hours 10 mins per week, term time only

Job Purpose:

To ensure, individually or as part of a team, the welfare and safety of all children remaining within school grounds or buildings during lunch times, ensuring that the children eat meals safely, treat others with respect and follow the school's behaviour policy.

Duties:

A Supervisory Assistant will:

- follow instructions from the Lunchtime Manager and Senior Leadership Team (SLT) regarding the supervision of children throughout the lunchtime break
- supervise designated areas by following the rules set out in the behaviour Policy and reporting unruly behaviour to a member of SLT
- ensure that pupils wash their hands before they eat;
- escort pupils to and from the dining area, as necessary;
- ensure that pupils having a school lunch are in the dining hall at the correct time;
- help younger pupils at the counter with the proper use of cutlery, and help them to eat / cut up their food when necessary;
- assist pupils with the return of used trays, cutlery and beakers, and with the cleaning of tables when lunch is finished;
- supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use;
- report to the class teacher any child whose diet may give rise for concern;
- oversee groups of children in the playground or the classroom, depending on the weather;
- devise and initiate constructive play opportunities for children when required;
- ensure that children remain within a safe environment, and that they play safely;
- set suitable behaviour standards in line with school policy;
- be aware of and adhere to the school's policy on Child Protection;
- ensure children are in a safe environment;
- report any intruders on site;
- help children acquire good social skills;
- attend to minor accidents sustained during the midday break, seek appropriate assistance if necessary and report all incidents to the class teacher;
- attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance;
- report to the class teacher any acts that constitute serious infringements of school rules;
- liaise and communicate positively, effectively and professionally with all staff, teachers and pupils, as required;
- attend training, as required.