GENERIC JOB DESCRIPTION

POST TITLE: Supervisory Assistant
POST NO:
GRADE: Grade 3

CONTRACTUAL ARRANGEMENTS:

ACCOUNTABLE TO:

PURPOSE OF THE JOB

As part of a team, to ensure the safety, welfare and good conduct of children during the lunchtime period

KEY ACCOUNTABILITIES

1. To supervise pupils in the dining hall, playground, classroom or other areas of the school as directed;

2. To encourage good behaviour and to deal with any problems arising from unruly behaviour or other breaches of the school's disciplinary/behaviour rules, reporting serious issues to senior members of staff;

3. To encourage pupils to eat in a socially acceptable manner and to behave sensibly and quietly in the dining area

4. To assist with ancillary duties such as clearing up spillages and ensuring that tables are clean and clear;

5. To encourage children to play and/or interact with each other safely and sociably;

6. To ensure that school security regulations are upheld;

7. To provide welfare support to the children in the school. This may include undertaking minor first aid duties (if trained) and assisting children with personal hygiene.

GENERIC JOB DESCRIPTION

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

OTHER DUTIES:

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.