



Job Description

Name of Post Holder:

Title of Post: Supervisory Assistant

Responsible to: Headteacher

As a Supervisory Assistant you are Responsible For:

- Supervising pupils during the designated time, ensuring their health, welfare and security during the time in your care. Adhere to the supervision zones on school map.
- Upholding school rules and following the behaviour systems effectively so there is equality for all pupils.
- Ensuring that children are provided with a systematic and orderly routine which doesn't change.
- Ensuring that children are provided with a pleasant and nurturing environment during the lunch break.
- Communicating important information to class teachers at the end of the break time in an effective way.
- Encouraging children to take part in constructive activities during their lunch break.
- Reporting serious incidents to either the Headteacher or the Deputy Headteacher.

Professional Conduct

- Be a supportive member of the lunch time supervision team
- Be prepared for handling food by:
 - maintaining clean hands and nails
 - fastening hair back if it is long
 - ensuring your hands have been washed before starting your duty
 - ensuring earrings are securely fastened and only stud earrings to be worn
- Whilst on duty in the hall or the yard :
 - No eating
 - No drinking
- Bags and all personal belongings must be locked in a provided locker throughout the duty and collected at the end of your shift.
- Hi-vis jackets must be worn when on duty outside so pupils can easily identify adults.

- Always maintain a professional tone with colleagues, pupils and parents.
- Clothing must be fit for purpose – no Jeans, jeggings and no leggings

Duties

The duties of the post will be allocated by the Headteacher. The duties will include:

1. assisting (as necessary) young pupils to visit the toilet and wash hands afterwards.
2. ensuring all pupils have washed their hands before entering the hall.
3. supervising the orderly entry of pupils into the school, around the building and entry into the hall.
4. when necessary, assisting pupils to collect cutlery and meals.
5. supervising and promoting good quality table manners and the correct use and hold of cutlery. (Promoting knife held in the right hand and fork held in the left hand).
6. assisting young children to cut food but not to do it for them.
7. encouraging pupils to try new food in a supportive manner but without force.
8. supervising pupils in the hall, you must use a quiet voice yourself to maintain general discipline.
9. maintain a healthy and safe environment for the pupils and the adults in the school by promptly dealing with spillages or potential risks to health and safety.

Play Work

Provide creative and appropriate play opportunities including preparing activities and organising equipment whilst having the ability to consult with children and involve them in the planning of activities. You should promote health and well being through physical activity and play and ensure that play provision is varied and is accessed by pupils with different needs and pupils at different stages of development.

Appraisal

Participate in the annual appraisal of the performance of him/her self each Spring Term, providing evidence that all targets have been met.

Review, Induction, Further Training and Development

Understand that training to improve performance is expected within this role and that it is reasonable for the post holder to make requests to attend specific training courses.

Health and Safety

All employees are expected to be mindful of the health and safety of themselves and of others. Within the school setting, this includes ensuring the safety and welfare of our pupils by ensuring the environment is continually kept safe, visitors are signed in and out, and gates/doors are secure.