

Atkinson Road Primary Academy

Job Description

Post Title: Supervisory Assistant Level 1 AA665 (Lunchtime)

Responsible to: Headteacher

Job Purpose: Responsible to the Headteacher to ensure safety and welfare of pupils on the school site during the mid-day break.

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

1. Supervision of pupils taking a school meal as well as other pupils on site during the mid-day break.
2. Maintaining discipline throughout the lunchtime break in accordance with guidance given by the Headteacher and to report back accordingly.
3. Recording incidents using appropriate procedures, such as incident book or accident book in order to fulfil the schools legal obligations.
4. To promote and implement the School's Policies in all aspects of employment and service delivery.

September 2016