

### **JOB DESCRIPTION**

**POST TITLE:** Supervisory Assistant

**GRADE:** South Tyneside Living Wage

**RESPONSIBLE TO:** Business Manager

#### **Overall Objectives of the Post:**

To supervise the children throughout the whole of the lunchtime break and assist in the promotion of good behaviour management.

#### **Hours of Work:**

11.30 am - 1.00 pm i.e. 1.5 hours per day and 7.5 hours per week, or such hours determined by the Governing Board. The times of starting and finishing each day to be determined by the Head Teacher and may be subject to alteration.

#### **Key Tasks of the Post:**

**1. *To provide support to pupils. You will:***

- Check that all children have washed their hands before entering the dining hall and, where necessary, to help younger children to do so.
- Train children to use cutlery correctly and to observe table manners.
- Be responsible for the general standard of behaviour in the dining hall.
- Help children who have eating difficulties e.g. cutting up meat.

**2. *To provide support to the school. You will:***

- Ensure that all spillages of food or liquid both on the table and on the floor are cleaned up immediately in order to maintain a safe and hygienic environment.
- Deal immediately with any hazards, which could cause an accident in the dining hall.
- Supervise the children at play after they have left the dining hall and organise games for infant children.

**3. *To provide support to the Teacher. You will:***

- Give immediate attention to accidents and report them as soon as possible to the Head Teacher or Teacher on Duty. To send a child to the qualified First Aid staff if necessary.
- Attend any training courses, which the Head Teacher may consider appropriate to the duties of the job.
- Carry out any other duties as deemed appropriate by the Head Teacher relating to the supervision of children.

## Conduct

1. A high level of personal hygiene, appearance and behaviour must be maintained.
2. Smoking during the hours of employment is forbidden.
3. Every attempt should be made to establish a friendly, but firm relationship with the children.
4. An overall can be provided by the school if deemed appropriate and must be worn whilst on duty.

Ridgeway Primary Academy is the Employer.

South Tyneside Academy Trust sponsored by South Tyneside College are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

Employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: CP/CL

Date: 5.02.18