

POST – SUPERVISORY ASSISTANT

RESPONSIBLE TO – HEADTEACHER OR THEIR DEPUTY

GRADE 1

HOURS – 5 PER WEEK

**Main duties and responsibilities**

* Supervise the washing of hands of pupils.
* Supervise entry/exit into/from the dining hall by the pupils.
* Assist pupils during the meal service.
* Ensure pupils maintain high standards of behaviour, reporting any cases of misbehaviour, especially bullying, as appropriate.
* Clear up all spillages during mealtime promptly.
* Assist in wiping up tables, chairs when necessary at end of the meal.
* Supervision of children in designated areas ensuring good conduct in behaviour in accordance with the schools behaviour policy.
* Initiate games and activities where appropriate, whilst maintaining broad supervision.
* Supervise children in classrooms during inclement weather.
* Engage pupils in safe, enjoyable, and creative activities.
* Perform basic first aid for minor incidents/accidents.
* Maintain accurate and relevant incident/accident records.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* Role requires working with a team.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
* The Post holder may undertake any other duties that are commensurate with the post.
* The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction