South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Supervisory Assistant

GRADE: South Tyneside Living Wage

RESPONSIBLE TO: Head Teacher

Overall Objectives of the Post

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

Hours of Work

11.45a.m – 1.15p.m i.e. 1 ½ hours per day and 7 ½ hours per week, or such hours determined by the Governing Body. 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 supervise the children throughout the lunch time break. You will:

- Encourage the children to eat their meals and to try everything on their trays.
- Check that all children have washed their hands before entering the dining hall and, where necessary, help younger children to do so.
- Train children to use the cutlery correctly and to observe table manners.
- Help children who have difficulties eating independently e.g. cutting up meat.
- Deal immediately with any hazards which could cause an accident in the dining hall.
- Supervise the children at play, patrolling the yard / field, after they have left the dining hall and organise games for children.
- Inform the Head Teacher or Deputy Head Teacher of concerns about unacceptable behaviour. ***(Class teachers will be informed of incidents, if it is deemed necessary, by the Head Teacher.)***
- Display commitment to the protection and safeguarding of children.
- Give immediate attention to accidents and report them as soon as possible to the person on First Aid duty.

- Attend any training courses which the Head Teacher may consider appropriate to the duties of the job.
- Maintain the principles and procedures set out in the Schools' Mission Statement and Behaviour Policy.
- Build up positive relationships with the children.

Conduct

1. ***Smoking during the hours of employment is forbidden.***
2. ***Every attempt should be made to establish a friendly, but firm relationship with the children.***
3. **Some clothing, such as an overall will be provided by the school if deemed appropriate and must be worn whilst on duty.**
4. **Please arrive in school 5 minutes before commencing duties.**
5. **Please note that holidays should not be taken during term time.**

South Tyneside Council is 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 produce 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: DB/CL

Date: 5.11.18